



GUIDE



DTS Guide 5: Group Authorizations

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V2.10



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Chapter 1: Introduction

To save time when two or more people travel together to the same TDY location, you can create a single document known as a DTS **Group Authorization**, to capture travel details common to all the travelers. **Note:** A Travel Management Company (TMC) may require a certain number of travelers (e.g., 10 travelers) be associated to the group reservation request. Suggest checking with your servicing TMC before starting the group authorization.

You begin with one document a group authorization and then DTS splits the document into individual authorizations, allowing each traveler to enter details unique to their own trip. After travel, each traveler creates and submits a voucher to claim reimbursement for the expenses they incurred and payment for the allowances they earned.

To create a group authorization, you must have group access to all travelers in the group. The person who creates a group authorization in DTS is the **Primary Traveler** if they will travel with the group, although a travel clerk, Non-DTS Entry Agent (NDEA) or DTA can also create a group authorization.

Some basics for group authorizations include:

- Identifying a **Primary Traveler**. The **Primary Traveler's** organization routing list and Lines of Accounting (LOAs) drives the document processing. All the travelers need to be in the same group.
- Group Authorizations are limited to 40 travelers per document. If you have 10 or more travelers, then you may want to do a group authorization. When you have over 40 people traveling, then an additional group authorization is necessary.
- Follow your local business rules. Contact the Transportation Officer (TO) and verify if the TO must make transportation arrangements for groups of 10 or more travelers. If this is the case, you can skip the complete transportation process in the group authorization and contact your TO to request the transportation arrangements and provide you the costs for manual entry in the DTS document. Also, check with your DTA or TO in case you need to use a special routing list for group authorizations.
- The primary traveler can be changed on the **Manage Traveler** screen under **Traveler Summary** by selecting the drop-down menu **Primary Traveler** and then **Routing List**. Changing the primary traveler will associate the group authorization under the new primary traveler's profile, but it won't change the document name.

In this guide, "you" are assumed to be the Primary Traveler, travel clerk, or NDEA. This guide skips some of the steps common to all authorizations, as they appear in full in [DTS Guide 2: Authorizations](#).

Note: Before accessing DTS you need to ensure your web browser is fully compatible with the system. Chrome, Edge, and Firefox browsers work with DTS. **Note:** Don't use Internet Explorer (IE) to access DTS.

1.1 Group Authorization Process Overview

Your local business rules determine some of the specifics, but the general group authorization process is:

1. The **Primary Traveler** or designated individual creates the document by entering the itinerary, reservation preferences requests, expenses and allowances, etc. in much the same way you would create any authorization. However, with a group authorization, you must also:
 - Identify all group travelers

- Email the reservation preferences (requests) to the Travel Management Company (TMC, which DTS sometimes refers to as the Commercial Travel Office [CTO]) or work with your TO for reservations.
 - Enter the transportation costs into the **Expenses** section in DTS, once you receive the information from the TMC or TO.
 - Distribute all shared expense costs between the group's travelers.
2. After completing the group authorization, someone must **SIGN** the document to begin the routing process. **Note:** Your organization may have additional steps in the routing for group travel. The last stamp to apply on the document is **APPROVED**. DTS routes it to the Authorizing Official (AO) for review and approval. After the AO approves it, DTS creates a copy of the group authorization (known as an individual authorization) for each traveler. Individual authorizations are view-only for the travelers at this point.
 3. You can amend the group authorization, if necessary. Once the AO approves the amendment, DTS reflects the changes in the individual authorizations (which are still view only at this point).
 4. When the group authorization is locked (either by you or DTS – see Section 3.3), DTS makes the individual authorizations editable, so travelers can update their own authorizations and create vouchers. After locking, the group authorization is permanently non-editable.

Figure 5-1 outlines the group authorization process. We will go into much more detail for document processing in the following sections.

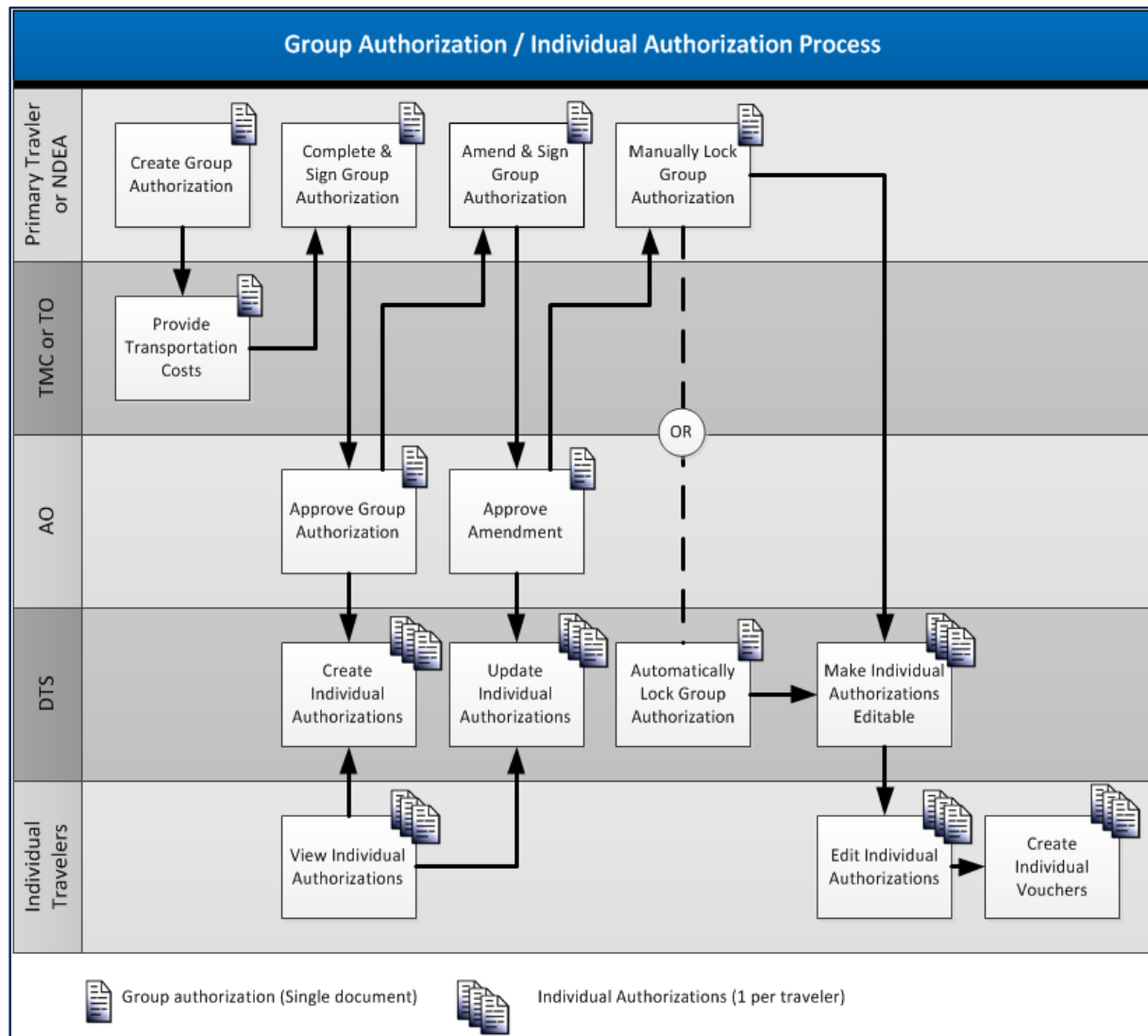


Figure 5-1: Group Authorization Process Flow

Chapter 2: Create a Group Authorization

The steps to create a group authorization are similar as those used to create a typical authorization. This guide covers the unique processing for group travel. For more information on creating authorizations in DTS, especially those parts not covered in detail in this guide, see [DTS Guide 2: Authorizations](#).

2.1 Create the Itinerary

As the primary traveler, begin on the DTS **Dashboard** screen, **My Travel Documents** section, select **Create New Document**, and then select **Group Authorization** (Figure 5-2). The **Create Group Itinerary** screen (Figure 5-3) opens.

Note: If you are creating the group trip for the primary traveler and others, after logging into DTS, select **Traveler Lookup**. Search for the primary traveler and select the person from the list. From the **Traveler Lookup** screen (**Managing Trips for:** traveler's name), select **Create New Document**, and then select **Group Authorization** and proceed with creating the trip.

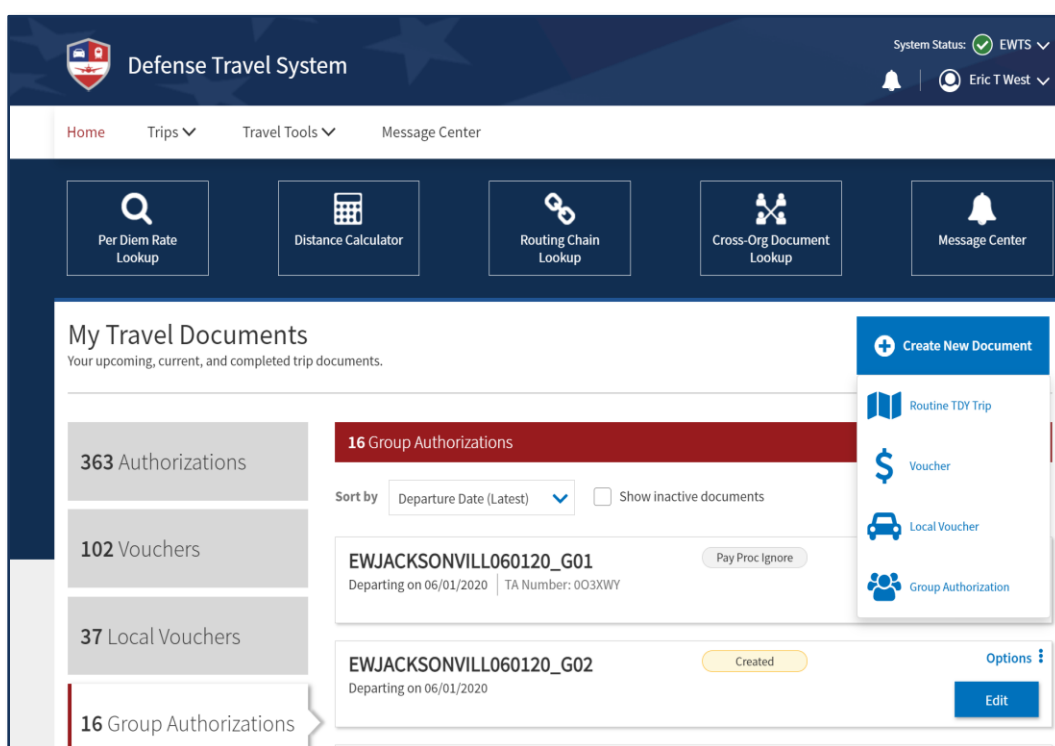


Figure 5-2: DTS Dashboard

1

2

3

Create Group Itinerary

GROUP TDY LOCATION(S)

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
MM/DD/YYYY	MM/DD/YYYY	City or Zip	Air	Morning	No

GROUP TRIP OVERVIEW

Leaving On * MM/DD/YYYY

Returning On * MM/DD/YYYY

Trip Duration *

Leaving From *

My Residence Warrenton, VA

Returning To *

My Residence Warrenton, VA

Returning By *

Air

Return Time *

Morning

GROUP TRIP DETAILS

Type *

Temporary Duty Travel (Routine)

Purpose *

Description (optional)

Are You Attending a Conference or Event? *

No

Cancel Continue

Figure 5-3: The Create Group Itinerary Screen

Note: If the traveler has not logged into DTS in the past 60 days, you may receive a **Review and Update Profile** message (Figure 5-4) prompting you to verify the profile before DTS will allow you to enter information on the **Create Group Itinerary** screen. It is critical to ensure the GTCC and EFT data are up-to-date to prevent any reservation booking or ticketing delay. **Open Profile** to modify information or select **Continue without Updating**,

if you have no profile changes. For information on how to update a profile within an authorization, see [DTS Guide 2: Authorizations](#).

Figure 5-4: Review and Update Profile Screen

Beginning at the top of the page, enter the trip information for the group itinerary.

1. Under the *GROUP TDY LOCATION(S)* section (Figure 5-3), identify the travel dates, TDY location, travel mode, and select a rental car (at the TDY location), if necessary.
2. The *GROUP TRIP OVERVIEW* (Figure 5-3) section contains **Leave From** and **Returning To** locations, **Trip Duration**, and **Returning By** travel mode. Complete and move to the next section.
3. The *GROUP TRIP DETAILS* (Figure 5-3) section contains three required and one optional field:
 - **Type:** Select **Temporary Duty Travel (Routine)** or **Invitational Travel**.
 - **Purpose:** Select one of the five trip purposes.
 - **Description (Optional):** Follow your local policy for this field.
 - **Are You Attending a Conference or Event?:** Select **Yes** or **No**. If **Yes**, choose **Conference** or **Event** or select **Other**, otherwise select **No**.
4. Select **Continue**.
5. DTS displays a **Processing your request** message (Figure 5-5).

Figure 5-5: Processing your request Message

2.2 Add the Group Travelers

Once the itinerary saves, the **Add Group Travelers** screen (Figure 5-6) opens. On this screen you can select the group travelers, provided they are members of a group to which a Defense Travel Administrator (DTA) has granted you group access. **Note:** Remember you can only add up to 40 travelers for a group authorization. For more information on how to create a group and how group access works, see the *DTA Manual, Chapter 6*.

The page displays **Total Travelers**, the **Primary Traveler**, GTCC status (valid **checkmark** or non-valid **X**), **EFT Account (Checking or Savings)**, and **Routing List**.

Note: The **Progress Bar** is now active on the left side of the page (Figure 5-6, Indicator 1).

Group Authorization Info

Return to traveler's documents

Doc Name: EWJACKSONVILL060120_G02

Traveler: Eric West
View Adjustments

Group Itinerary

Group Travelers (1)

Reservation Preferences

Flight: DCA - JAX

Flight: JAX - DCA

Lodging (JACKSONVILLE,FL)

Review Reservations

Request Reservations

Finances

Expenses

Per Diem

Accounting

Cost Distribution

Add Group Travelers

Search for travelers and add them to the group. If you are unsure of a travelers name, you can add them as an undefined traveler.

Group Travelers [Manage Travelers](#)

Total Travelers 1 Defined Travelers 1 Undefined Travelers 0

No additional travelers have been added to this group authorization.

Select All Travelers

Primary Traveler
★ Eric T. West

SSN
XXXXX9743

Valid GTCC
✓

EFT Account
Checking

Traveler Summary

Primary Traveler
Eric T. West (XXXXX9743)

Defined Travelers 1
Undefined Travelers 0

Total Travelers 1

Routing List
CSD

[Back](#) [Continue](#)

Figure 5-6: Add Group Travelers Screen

Specific to group travel is the **Manage Travelers** feature. There are three options to add the travelers to the trip (Figure 5-6, Indicator 2).

1. Select **Manage Travelers** and the **Manage Travelers** window opens (Figure 5-7).

Figure 5-7: Manage Travelers Screen

2. Select **Search By**:

- **Name:** (Last and First) with the option to include all or part of the name.
 - Select the search method (**Name**), then select **Search** (Figure 5-7, Indicator 2), the traveler's information displays.
 - Select the + (plus sign) on the right side of the traveler entry to add the individual (Figure 5-8, Indicator 1). **Note:** If you need to remove someone from the group document, select the x.
 - Add all the travelers, then select **Save** (Figure 5-8, Indicator 2).

Figure 5-8: Manage Travelers (add by **Name**) Screen

- **SSN (Social Security Number):** This option may be helpful searching when travelers have the same first and last names.
- **Travel Team:** These people frequently travel together and you can select them for the trip. You can use a Travel Team already established or create a new Travel Team.
- Previously established Travel Team:
 - Select **Travel Team** under **Search By**. The list of teams appears in a drop-down menu, select your **Travel Team** from the list (Figure 5-9). The group listing of travelers appears (Figure 5-10).

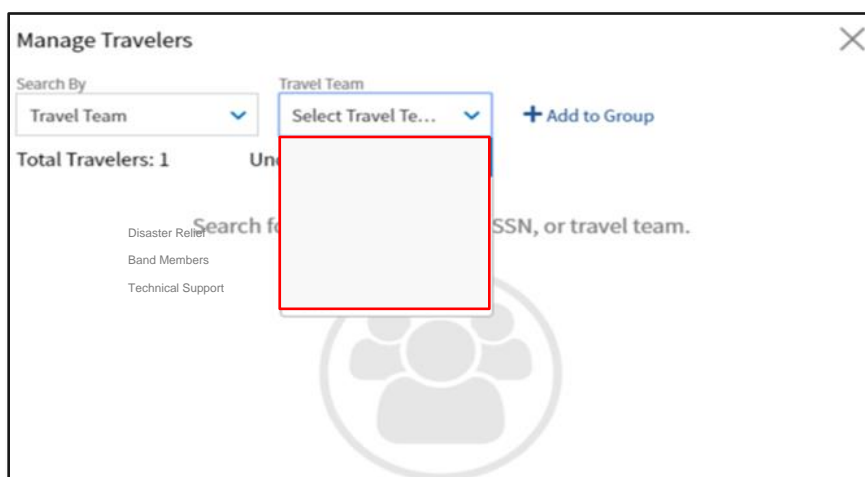


Figure 5-9: Manage Travelers (add by Travel Team) Screen

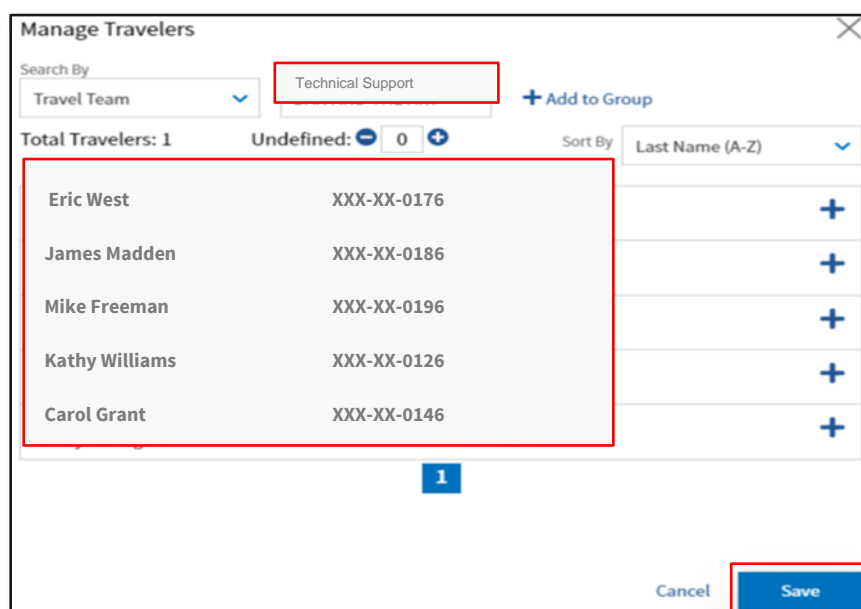


Figure 5-10: Travel Team (list) Screen

- Select the + (plus sign) to add/confirm the travelers to the group.
- Select **+Add to Group** to add someone to the **Travel Team** (Figure 5-10).

- Once you select a traveler, the icon will change to a red “X”.
 - After adding all the travelers to the group, select **Save**.
3. DTS displays a Processing your request message (Figure 5-11).

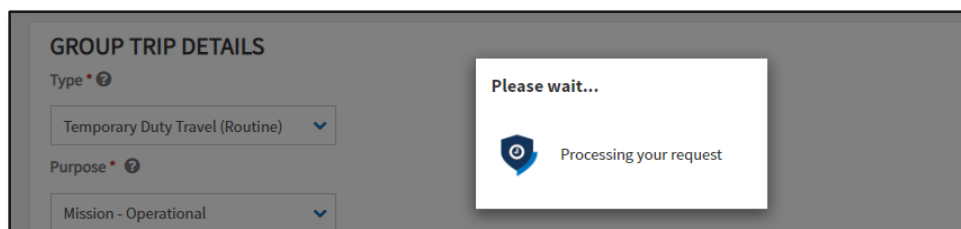


Figure 5-11: Processing your request Message

4. The **Add Group Travelers** screen updates, lists the travelers, and changes the **Total Travelers** (Figure 5-12, Indicator 1). **Note:** DTS marks the **Primary Traveler** with a star (Figure 5-12, Indicator 2).

Add Group Travelers

Search for travelers and add them to the group. If you are unsure of a travelers name, you can add them as an undefined traveler.

Group Travelers [Manage Travelers](#)

Total Travelers 5 **Defined Travelers 5** **Undefined Travelers 0**

☐ Select All Travelers

	SSN	Valid GTCC	EFT Account
<input checked="" type="checkbox"/> Primary Traveler ★ Eric T. West	XXXXX9743	Valid GTCC ✓	EFT Account Checking
<input type="checkbox"/> Traveler JOHN A. MADDEN	SSN XXXXX0737	Valid GTCC ✓	EFT Account Checking
<input type="checkbox"/> Traveler Tony Freeman	SSN XXXXX2000	Valid GTCC ✗	EFT Account N/A
<input type="checkbox"/> Traveler Chris A. West	SSN XXXXX7347	Valid GTCC ✓	EFT Account Checking
<input type="checkbox"/> Traveler BEVERLY WILLIAMS	SSN XXXXX5858	Valid GTCC ✓	EFT Account Checking

Traveler Summary

Primary Traveler
Eric T. West (XXXXX9743)

Routing List
CSD

Defined Travelers 5
Undefined Travelers 0
Total Travelers 5

[< Back](#) [Continue >](#)

Figure 5-12: Group Travelers (Travelers Added) Screen

Note: When creating the group authorization, it is important that all the travelers have like methods of reimbursement. Travelers with a valid GTCC used for making reservation preferences should be together and those travelers without a valid GTCC, you should process their group authorization separately.

5. If you need to remove someone from the group authorization, the process is easy. Select the box by the traveler name (Figure 5-13, Indicator 1). A banner appears at the bottom of the page. Select **Remove** (Figure 5-13, Indicator 2).

The screenshot shows a web interface for group authorizations. At the top, there is a table with columns for 'Traveler', 'SSN', 'Valid GTCC', and 'EFT Account'. Two rows are visible, both for 'Ashley Reinagele', with checkboxes selected. Below this is a 'Traveler Summary' section with a 'Primary Traveler' dropdown (set to 'Eric T. West (XXXXX9743)') and a 'Routing List' dropdown (set to 'CSD'). To the right of these are counts: 'Defined Travelers' (3), 'Undefined Travelers' (0), and 'Total Travelers' (3). At the bottom, a blue banner displays '2 travelers' and a 'Remove' button.

Figure 5-13: Remove Travelers Banner Screen

A **Remove Travelers** confirmation message displays (Figure 5-14). Select **Confirm**. The travelers are no longer on the group authorization.

The screenshot shows a confirmation dialog box titled 'Remove Travelers' with the text 'Are you sure you want to remove these travelers'. It has two buttons: 'Cancel' and 'Confirm'. In the background, a table with columns 'Valid GTCC' and 'EFT Account' is visible, showing three rows with 'Valid GTCC' values of checkmarks and 'X's.

Figure 5-14: Remove Travelers (confirmation) Screen

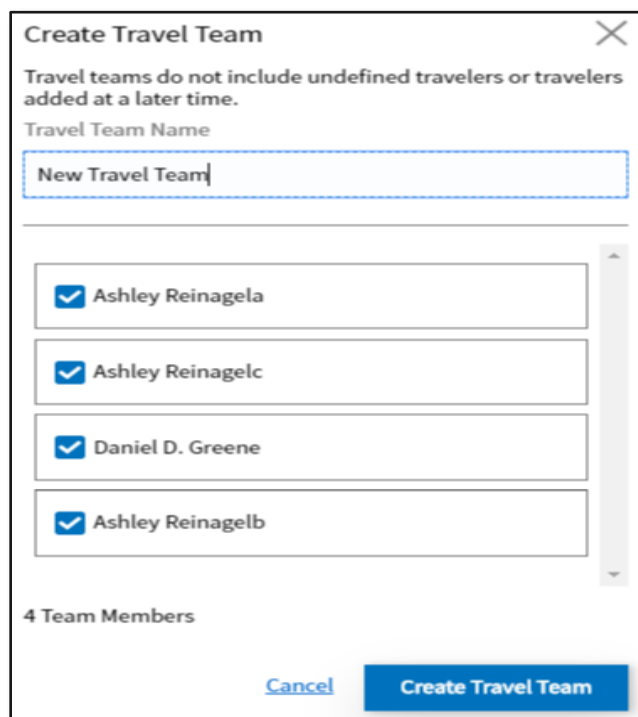
6. You can create a **Travel Team** (listing) for this trip or for future group travel (Figure 5-15). You can easily add and remove travelers to the team list following the steps below, or you can skip this section, going directly to # 8 to complete (adding) **Group Travelers**.

Create Travel Team: Under the *Traveler Summary* section, you can select a different **Primary Traveler**, identify another **Routing List**, and add travelers to a new **Travel Team**.

The screenshot shows the 'Traveler Summary' section. The 'Primary Traveler' dropdown is set to 'Daniel D. Greene (XXXXX2661)'. The 'Routing List' dropdown is set to 'Mission'. To the right are counts: 'Defined Travelers' (3), 'Undefined Travelers' (0), and 'Total Travelers' (3). A blue button labeled 'Create Travel Team' is highlighted with a red box and a callout number 1. At the bottom, there are 'Back' and 'Continue' buttons. A callout number 2 points to the 'Continue' button.

Figure 5-15: Create Travel Team Screen

- Select **Create Travel Team**. A window opens (Figure 5-16).
- Select the travelers currently on the document.
- Name the team.
- Select **Create Travel Team** to save.



Create Travel Team

Travel teams do not include undefined travelers or travelers added at a later time.

Travel Team Name

New Travel Team

☒ Ashley Reinagela

☒ Ashley Reinagelc

☒ Daniel D. Greene

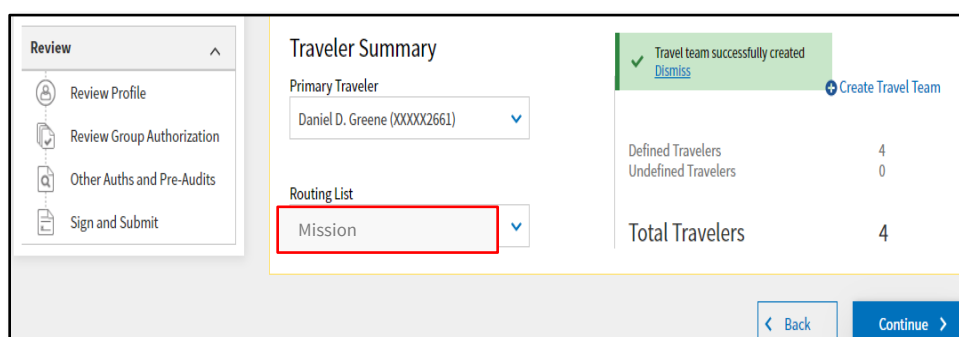
☒ Ashley Reinagelb

4 Team Members

[Cancel](#) [Create Travel Team](#)

Figure 5-16: Create Travel Team Screen

7. The **Travel Team** success notification will appear under the *Traveler Summary* section (Figure 5-17, Indicator 1). **Note:** You must have group access to view the information.



Review

- Review Profile
- Review Group Authorization
- Other Auths and Pre-Audits
- Sign and Submit

Traveler Summary

Primary Traveler

Daniel D. Greene (XXXXX2661)

Routing List

Mission

Travel team successfully created [Dismiss](#) [Create Travel Team](#)

Defined Travelers	4
Undefined Travelers	0
Total Travelers	4

[Back](#) [Continue](#)

Figure 5-17: Travel Team (notification) Screen

8. Select **Continue** at the bottom of the page (Figure 5-17, Indicator 2). DTS displays a **Processing your request** message.

Note: If you don't know all the participants, you can enter a number for a traveler as a *temporary placeholder* on the **Manage Travelers** screen see Figure 5-7. Enter the number, select the + (plus sign) and select **Save**. The **Traveler Summary** will reflect any unknown entry as **Undefined Traveler**. You do

not have to identify all travelers by name before you proceed with creating the group authorization. However, you must identify all travelers in the group, enter and distribute all costs before the AO may approve the group authorization.

Figure 5-7: Manage Travelers Screen

2.3 Reservation Module > Air Reservations

Requesting air reservations follows generally the same process as in a typical authorization, with the following exceptions:

- Your local business rules may require a Transportation Officer (TO) to make transportation arrangements if your group contains 10 or more travelers. If so, skip the entire transportation reservations process. The Transportation Officer (TO) will make the transportation arrangements and give you the costs to enter into DTS under the **Expenses** module. Your organization may have a routing list that includes a TO review. If so, select that routing list before you sign the group authorization. For more about routing lists, see [DTA Manual, Chapter 5](#).
- When you select flight reservations, you're *only* identifying flight preferences for the TMC to assist you. You are *not* actually booking flights or reserving seats at this point. The TMC will work the reservation request, but be aware the request information could change. The TMC may have to select a different flight to get enough seats for all the group travelers.

Here is how to request group travel flights in DTS:

1. Based upon information you entered on the itinerary, DTS automatically searches for appropriate flights and displays the lowest (policy based) results on the **Select a Flight** page (Figure 5-18).

Flight Step 1 of 3:

Select a Flight

DEPARTING FROM

DCA - Washington Ro...

☐ Include nearby airports

ARRIVING AT

JAX - Jacksonville In...

☐ Include nearby airports

DEPARTING ON

06/01/2020

Morning

Q Search

NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.

DCA to JAX

Sort by Cost (Lowest)

American Airlines

DCA 6:57 AM

1 Stop

JAX 10:29 AM

TOTAL DURATION

3h 32m

GSA Contract Rate w/ Limited Availability

Fare Rules

TOTAL COST

\$152.63

includes taxes and fees

Select Flight

American Airlines

DCA 11:48 AM

1 Stop

JAX 5:59 PM

TOTAL DURATION

6h 11m

GSA Contract Rate w/ Limited Availability

Fare Rules

TOTAL COST

\$152.63

includes taxes and fees

Select Flight

American Airlines

DCA 8:40 AM

1 Stop

JAX 1:23 PM

TOTAL DURATION

4h 43m

GSA Contract Rate w/ Limited Availability

Fare Rules

TOTAL COST

\$154.13

includes taxes and fees

Select Flight

Figure 5-18: Search a Flight Screen

- Use **Select Flight** (Figure 5-18, Indicator 1) to choose a departure flight preference.
- DTS searches and brings back a list of return flights. Use **Select Flight** to choose a return flight preference.
- Once you select all your flights, DTS displays a **Processing your request** message.

Note: The displayed flight cost (or cost you enter under **Enter Expenses**) is the total estimated cost for all travelers, not the cost per single traveler.

Example: The group contains three travelers. After submitting the travel preferences to the TMC, the TMC returns a flight cost of \$1,500. The tickets therefore cost \$500 per traveler. You enter the total cost. Later, you will distribute the cost among the travelers. To view flight cost, see **Review Reservations**.

Note: DTS does not prompt you to enter **Secure Flight Passenger Data** traveler information for a group authorization. However, the airlines require certain traveler data in order to book and ticket flights. When providing the **Secure Flight Passenger Data** and **GTCC** information to your servicing TMC or TO, be sure to follow your local business rules and TMC processes for data transmission.

2.4 Reservation Module > All Other Reservation Types

If you indicated the group needs a rental car, then DTS automatically searches for vendors participating in the **U.S Government Rental Car Program**. The lowest cost (**Recommended**) car displays at the top of the **Select a Rental Car** page (Figure 5-19).

Note: You may need to use the **Advanced Options** drop-down menu to change the **Vehicle Type** to accommodate the number of group travelers (Figure 5-19, Indicator 1) and then select **Search** (Figure 5-19, Indicator 2).

1. Review and then **Select Car** (Figure 5-19, Indicator 3). **Note:** Later, you will distribute the rental car cost to the appropriate traveler.

Rental Car Step 1 of 2: Select a Rental Car

PICK-UP LOCATION: JAX - Jacksonville International Apt, FL (USA)

PICK-UP: 06/01/2020 @ 11:00 AM

DROP-OFF: 06/05/2020 @ 10:30 AM

Advanced Options ▾

VEHICLE TYPE: Full-size ▾

TRAVEL MODE: ☐ One-way rental

EN ROUTE TRAVEL ⓘ ☐ Using to travel to my TDY location

Q Search

JAX - Jacksonville International Apt, FL (USA) Sort by: Cost (Lowest) ▾

RECOMMENDED

<p>Full-size Features ▾</p>	<p>PICK-UP: 11:00 AM - On airport (JAX)</p> <p>DROP-OFF: 10:30 AM - On airport (JAX)</p>	<p>Government Rate ⓘ Cost Details ▾</p>	<p>ESTIMATED COST \$163.78 Includes taxes and fees</p> <p>Select Car ></p>
<p>Full-size Features ▾</p>	<p>PICK-UP: 11:00 AM - On airport (JAX)</p> <p>DROP-OFF: 10:30 AM - On airport (JAX)</p>	<p>Government Rate ⓘ Cost Details ▾</p>	<p>ESTIMATED COST \$164.82 Includes taxes and fees</p> <p>Select Car ></p>

Figure 5-19: Select a Rental Car Screen

Note: Select Request TMC Assistance at the bottom of **Select a Rental Car** screen, when there are *no government rate rentals* listed. A message box appears. You may add information to the system-generated comments, but do not alter them. After selecting the rental car, DTS proceeds to the lodging reservations section.

The **Select Lodging** page opens (Figure 5-20) displaying policy-compliant lodging search results. **Note:** Remember, the lodging page functions the same in a **Group Authorization** with the exception that it is not actually booking a room. Selecting a hotel will add this hotel to your preferences and modify the **Per Diem Entitlements** on the document accordingly.

[Skip booking →](#)

Select Lodging

Search By: TDY Locati... ▼ TDY Location*: JACKSONVILLE, FL ▼ Check-in/Check-out*: 06/01/2020 - 06/05/2020 [Search](#)

[View Map](#) [Filters](#) Sort By: Rate Category ▼

Candlewood Suites Jacksonville Details	DoD Preferred Commercial	\$60 per night	Select >
Country Inn & Suites Jacksonville FL Details	DoD Preferred Commercial	\$79 per night	Select >
Best Western Southside Hotel & Suites Details	DoD Preferred Commercial	\$80 per night	Select >
Hampton Inn & Suites Jacksonville Deerwood Park Details	DoD Preferred Commercial	\$85 per night	Select >

[Request TMC Assistance](#)

Figure 5-20: Select Lodging Screen

On this screen (Figure 5-20), you can access:

- **Search By:** TDY Location, Location and Airport
- **Check in/Check out** (one field for both dates)
- **Search**
- **View Map Feature**
- **Filters** feature
- Lodging options (based upon TDY Location), divided by category and listed from least expensive to most expensive
- **Sort By** to change the order of the lodging listing
- **Request TMC Assistance** (bottom of the screen)

View the lodging options:

1. Scroll down the page to review the lodging list. **Note:** At or below per diem hotels appear at the top of the list with a **Recommended** indicator in *green*. Hotels over **Per Diem** appear lower on the lodging list and the cost displays in *red* (Figure 5-21, Indicator 1).

The screenshot shows the 'Select Lodging' interface. At the top, there are search filters: 'Search By' (TDY Location), 'TDY Location*' (FT. BENNING,GA), and 'Check-in/Check-out*' (06/01/2020 – 06/05/2020). Below these are 'View Map', 'Filters', and 'Sort By' (Rate Category). The main list shows three hotels. The first hotel, 'PAL on Ft Benning Abrams Hall', is highlighted with a green background and a 'Recommended' label. Its rate is \$72 per night, and it has a 'Select >' button. The second hotel, 'Candlewood Suites Columbus Fort Benning', has a rate of \$80 per night. The third hotel, 'Holiday Inn Express Hotel & Suites Columbus-Fo...', has a rate of \$81 per night. A yellow callout box with the number '1' points to the 'Select >' button of the first hotel.

Figure 5-21: Select Lodging (over per diem) Screen

2. To see the hotels in relation to the **TDY Location** or other search criteria (Location or Airport) use the **View Map** or **Filters** feature (Figure 5-21). From here, you can select a rate box (Figure 5-22a, Indicator 1), **zoom in (+)** or **zoom out (-)** (Figure 5-22a, Indicator 2), Enter a street address (Figure 5-22a, Indicator 3), select **Filters** (Figure 5-22a, Indicator 4), or use **Search By** to chance options and **Search** (Figure 5-22b, Indicator 1) to locate a hotel.

You can select a hotel rate box and from there select the hotel or return to the **Select Lodging** page to choose a hotel from the list.

- Policy compliant lodging displays in a green or blue rate box.
- Non-compliant lodging displays in a white rate box.

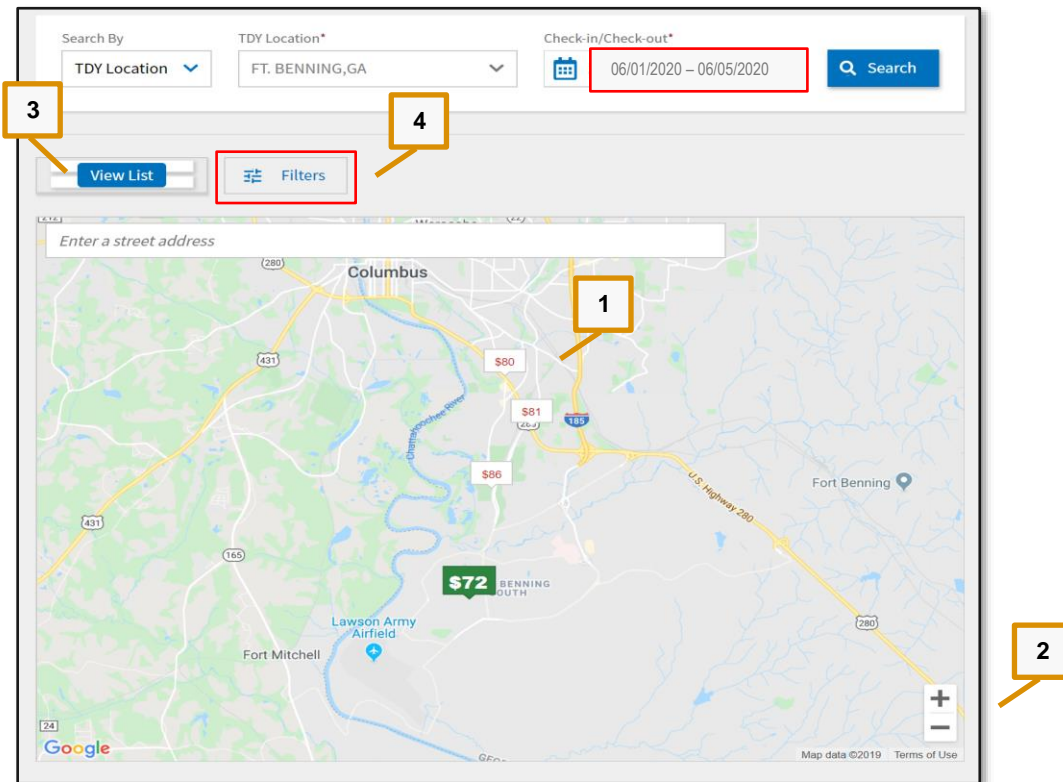


Figure 5-22a: View Map Screen

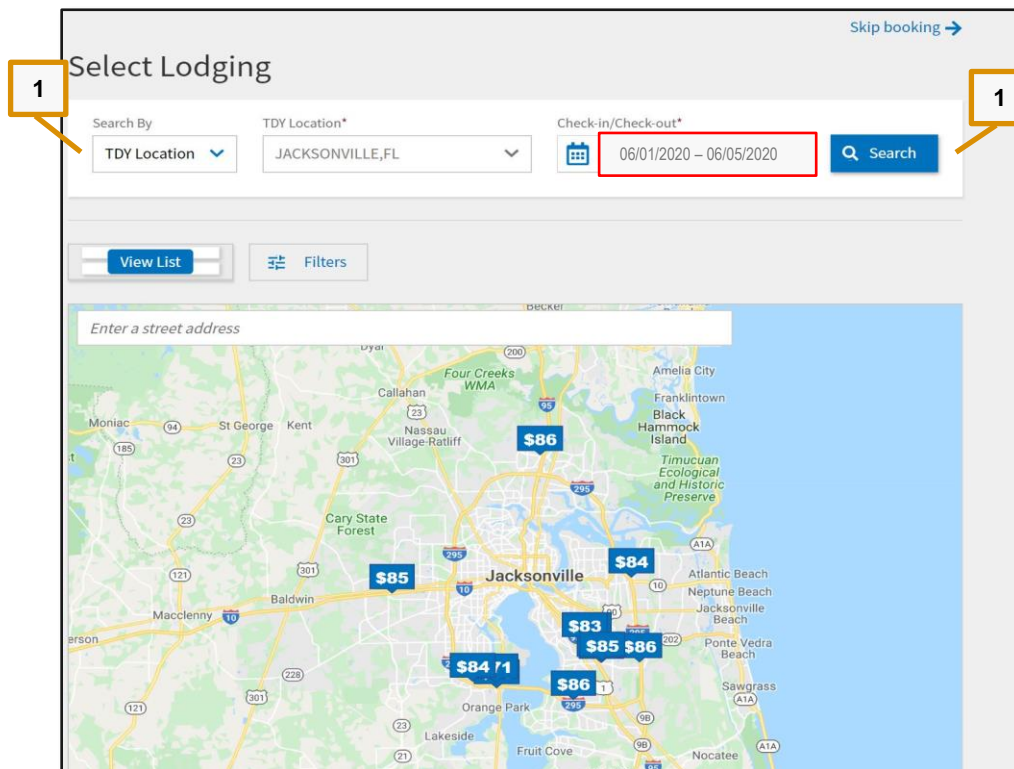


Figure 5-22b: View Map Screen

- On the **Select Lodging** page (figure 5-21), to view information on the specific hotel, select **Details** and the screen expands (Figure 5-23). There is an **Info** link to view the **Contact** data – hotel name, location using Google Maps, address, phone and fax numbers, and website link. Under **Policy** link provides the hotel's cancellation rules, methods of payment, property description, etc.

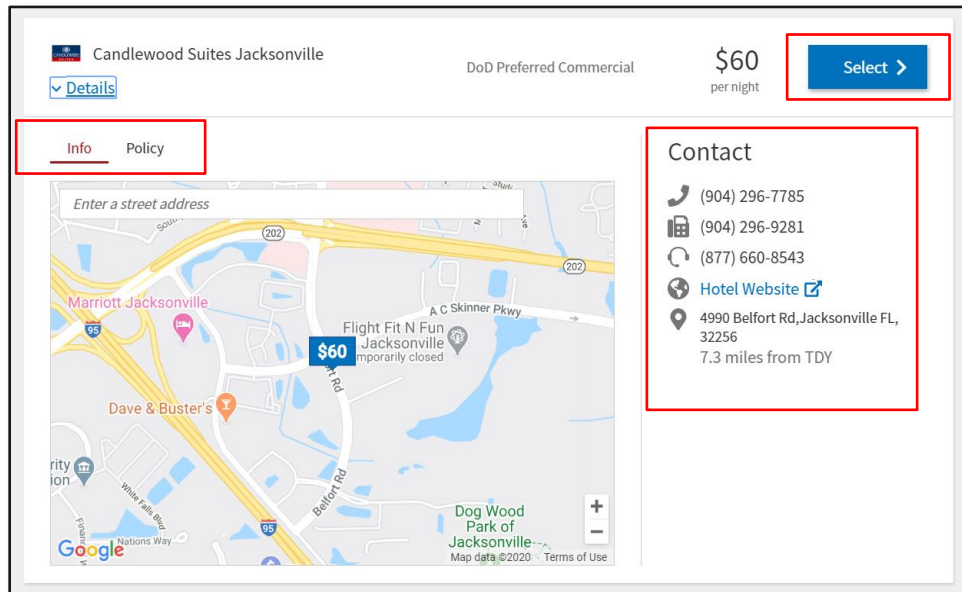


Figure 5-23: Hotel Details Screen

- Choose **Select** to advance to booking. The **Select Room** page opens (Figure 5-24).

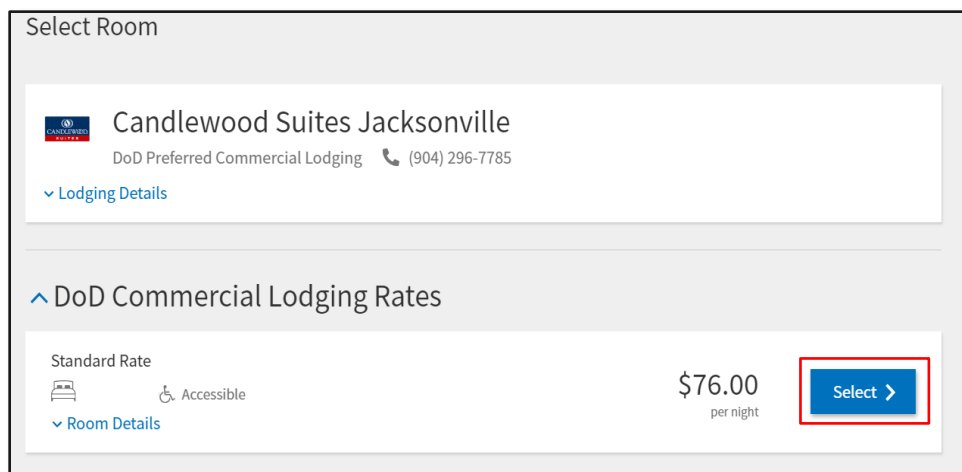
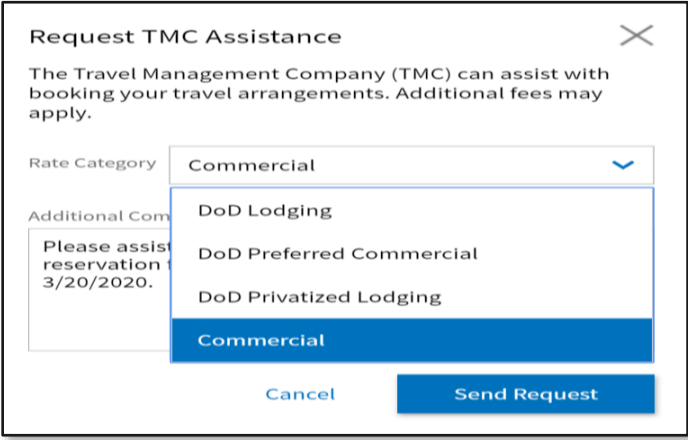


Figure 5-24: Select Room Screen

- View the room types. Select **Room Detail** if you want to see more room information.

Note: If you can't find accommodations, you can use **Request TMC Assistance** option located at the bottom of both the **Select Lodging** (Figure 5-20) and **Select Room** screens, to have the TMC help you find lodging.

A **Request TMC Assistance** box opens (Figure 5-25). The default **Rate Category** is **Commercial**. Based upon your servicing TMC, and if your TDY location offers other than **Commercial** arrangements, you may use **Request TMC Assistance** to request those other lodging reservations.



Request TMC Assistance

The Travel Management Company (TMC) can assist with booking your travel arrangements. Additional fees may apply.

Rate Category: Commercial

Additional Comments: Please assist reservation 3/20/2020.

DoD Lodging
DoD Preferred Commercial
DoD Privatized Lodging
Commercial

Cancel Send Request

Figure 5-25: Request TMC Assistance Box

However, before switching the **Rate Category** field and selecting another lodging type, you should contact your DTA, and verify your organization's TMC support capabilities.

Note: Under **Additional Comments**, you may add to, but don't overwrite the system-generated comments.

6. After choosing **Select** (hotel room) or **Send Request** (Request TMC Assistance), DTS provides a booking message when successful along with a confirmation number.

Note: If the TO or you make offline lodging reservations, you will need to update the lodging cost under **Per Diem**.

7. The **Group Reservation Preferences** page opens (Figure 5-26).

Group Reservation Preferences

Review the reservation preferences for all group travelers.

[Email](#) [Print](#)

[+ Add to Trip](#)

June 01, 2020

FLIGHT to Jacksonville Booked!

Monday June 01, 2020

DCA - Washington **JAX - Jacksonville** 1 Stop
 Ronald Reagan National International Apt 4h 43m

Airline	Flight	Time	From	To	Duration
American Airlines	Flight 1451	08:40 AM	DCA - Washington	PHL - Philadelphia	1h 1m
			Ronald Reagan National	International Apt	
1h 14m					
American Airlines	Flight 4484	10:55 AM	PHL - Philadelphia	JAX - Jacksonville	2h 28m
			International Apt	International Apt	

Method of Payment *

Government Travel Charge Card (GTCC)

Total Group Cost
\$462.39
Includes taxes and fees

Does this reservation not work for you?
[✗ Remove Flight](#)

Group Authorization Info

[Return to traveler's documents](#)

Doc Name: EWJACKSONVILL060120_G01

Traveler: Eric West

[View Adjustments](#)

Group Itinerary

Group Travelers (3)

Reservation Preferences

Flight: DCA - JAX

Flight: JAX - DCA

Lodging (JACKSONVILLE, FL)

Review Reservations

Request Reservations

Finances

Expenses

Per Diem

Accounting

Cost Distribution

Review

Review Profile

Review Group Authorization

Other Auths and Pre-Audits

Sign and Submit

Figure 5-26: Group Reservation Preferences

Note: The **Daily Cost** and **Estimated Total Group Cost** display for all travelers, not per individual traveler. If you enter costs manually under **Per Diem**, make sure the totals are for all travelers. For example, the group contains three travelers who need lodging for 4 nights each. DTS displays a total lodging cost of \$912.00. The hotel will therefore cost \$76.00 per traveler per night.

8. Scroll to the bottom of the page and select **Continue**.

2.5 Review Reservations

The **Progress Bar** tracks your reservation selection advancement and then DTS brings you to **Review Reservations** listing the selected flights, rental car, lodging preferences, and total group cost for each.

1. Starting at the top of the page, review the reservation information. The bottom of the screen, DTS provides the **Summary of Trip Costs** (Figure 5-27).

SUMMARY OF TRIP COSTS	
June 01, 2020	\$1538.17
June 05, 2020	\$448.89

Estimated Group Reservation Costs

\$1987.06

includes taxes and fees

< Back

Continue >

Figure 5-27: Summary of Trip Costs Screen

2. Once you complete the review, select **Continue**.

DTS opens the **Request Reservations** window displaying the *Traveler Summary*, *Reservation Preferences*, *Trip Details*, and *Points of Contact* sections (Figure 5-28) Scroll down the page to view the information.

Request Reservations

Send the reservation preferences for all group travelers to the Travel Management Center (TMC) for processing.

Traveler Summary

Manage Travelers

Total Travelers	3	Defined Travelers	3	Undefined Travelers	0
-----------------	---	-------------------	---	---------------------	---

<input checked="" type="checkbox"/> Primary Traveler Eric T. West	Phone Number 703-555-1212	Email Address Eric.west@email.mil
<input type="checkbox"/> Select All Travelers		
<input type="checkbox"/> Traveler Jessica T. Morton	Phone Number 5715679876	Email Address EMAIL@MAIL.MIL
<input type="checkbox"/> Traveler Kylee T. Linden	Phone Number 7890896654	Email Address EMAIL@MAIL.MIL

[Hide full traveler list](#)

Reservation Preferences

Flights

American Airlines	6/1/2020	08:40 AM - 09:41 AM	DCA → PHL	\$462.39
American Airlines	6/1/2020	10:55 AM - 01:23 PM	PHL → JAX	\$0.00
American Airlines	6/5/2020	04:56 PM - 06:45 PM	JAX → DCA	\$448.89

Rental Cars

Dollar Rent-A-Car	6/1/2020 - 6/5/2020	Compact	\$163.78
-------------------	---------------------	---------	----------

Lodging

Candlewood Suites Jackso	6/1/2020 - 6/5/2020	DoD Preferred Commercial Lodging	\$76.00
--------------------------	---------------------	----------------------------------	---------

Trains

Trip Details

06/01/2020 - 06/05/2020	Start Location Quantico,VA	End Location Quantico,VA
-------------------------	-------------------------------	-----------------------------

Point of Contact Information

Name*	Phone Number*	Email Address*
Eric T. West	703-555-1212	Eric.west@email.mil
TMC Group ID		
65545		
Additional Comments to the TMC		

Send Request and Continue

[< Back](#)
[Continue without Sending >](#)

Figure 5-28: Request Reservations - Details Screen

- Under *Point of Contact Information* section, DTS displays the POC **Name**, **Phone number**, **Email Address**, **TMC Group ID**, and **Additional Comments** fields (Figure 5-28, Indicator 1).
- Verify the **Point of Contact Information** section is valid.

3. DTS enables email delivery to the TMC before signing the group authorization. **Select Send Request and Continue** (Figure 5-28, Indicator 2).
4. A **DTS Request for Group Travel Reservations** email (with group travel preferences) generates to the TMC. The POC receives a copy of the DTS email.

Note 1: The email doesn't transmit TSA or form of payment information. Additional, coordination with the TMC or TO is necessary to solidify the group reservations.

Note 2: You should follow your local business rules when it comes to booking reservations for a group authorization and directly contacting the TMC.

5. Once DTS sends the email, the group authorization updates with a **CTO Email Sent** stamp (Figure 5-29).
Note: The document is not yet **SIGNED**.

The screenshot displays a digital signature page with a document history table and a status section. The history table has two entries, both with green checkmark icons:

Timestamp	Event	Name	Comment
06/12/2019 12:59PM	CREATED	Daniel D Greene	
06/12/2019 01:47PM EST	CTO EMAIL SENT	Daniel D Greene	A Reservation Request

Below the history, a status section is highlighted with a yellow border. It shows a green circle icon with the text "(Pending) SIGNED". At the bottom, there are two red-outlined boxes: "DOCUMENT STATUS *" containing a checkbox labeled "I agree to SIGN this document", and "ROUTING LIST *" containing a dropdown menu currently showing "Mission".

Figure 5-29: Digital Signature Page

6. From the **My Travel Documents** or **Traveler Lookup** for document listing, the status reflects CTO Email Sent.

At this point you, if you received the TMC or TO reservation information, then you can proceed to **Expenses**. If not, suggest waiting to hear back from the TMC/TO before completing the rest of the **Group Authorization**.

For more the DTS Request for **Group Travel Reservations** email, see the [DTA Manual, Appendix E](#). For about DTS reservations, see the [DTS Guide 2: Authorizations](#).

2.6 Expenses Module

From the **Progress Bar**, select **Expenses**. The Group Authorization **Enter Expenses** page functions mostly the same as the standard authorization with a running list of reservations, other expenses, mileage allowances, receipt attachment and **Import a PDF** features (Figure 5-30). For group trips, you enter expense items, for the total cost for all travelers, except for mileage.

Once the TMC books the required reservations, the projected amounts for reservation preferences typically require updates. On the **Enter Expenses** page, when you view a reservation preference, for example air and

rental car, and use the option or 3-dot icon, you will not be able to edit the expense. The only option is **Duplicate Expense** (Figure 5-30, Indicator 2).

Note: You may want to take a screen shot of your reservation preferences as supporting documentation before removal. Consult with your Lead DTA for guidance.

Enter Expenses			
Sort By	Date (Newest)	Expand All	Add
<hr/>			
✈ American Airlines (Flight 5263 - AGS to CLT)	Details	05/13/2022	\$186.20 Duplicate Expense
<hr/>			
🏠 Lodging (Ft. Jackson, SC)	Details	05/09/2022 - 05/13/2022	\$1,008.00 IBA
<hr/>			
🚗 Enterprise Rent-A-Car (AGS)	Details	05/09/2022 - 05/13/2022	\$342.06 IBA
<hr/>			
✈ American Airlines (Flight 2211 - IAD to CLT)	Details	05/09/2022	\$300.30 IBA

Figure 5-30: Enter Travel Expenses Screen

2.6.1 Reservation Preferences

To update air or rail and rental car costs follow the steps below:

1. From the **Progress Bar**, select **Review Reservations**. The screen displays. Select “**Remove**” for all the reservation preferences (i.e. air, rail or rental car) made in the document.
2. The screen refreshes and the reservation preferences no longer appear.
3. Navigate back to the **Expenses** screen to enter air or rail, and rental car costs manually on the **Enter Expenses** page using **Add** to enter each item.
4. Select the appropriate Expense Category.
5. Enter all the required information.
6. Be sure to save each entry.

To update the Lodging cost, follow these steps:

1. On the **Enter Expenses** page, on the lodging row select the option or 3-dot icon and DTS brings to you the **Review Group Per Diem Amounts** page.
2. Enter the correct daily lodging amount or remove the lodging following the remove steps listed above. If you remove the hotel reservation preferences, the per diem entitlements will default to the maximum amount. Be sure to update the per diem entitlements to the proper amounts. See Section 2.7.

2.6.2 Reimbursable Expenses

You should enter the known reimbursable expenses for the group travelers just as you would for any other authorization (Figure 5-30, Indicator 1). **Example:** The group contains three travelers. Each traveler will incur a baggage fee of \$25. You will enter the fee as one single entry using the steps below.

Note: Certain expenses such as rental car gasoline will only be associated to the traveler renting the car. The expense is not distributed among all the travelers. Additionally, mileage to the terminal should be entered on the individual authorizations. Typically, if travelers are driving their POV to and from the airport the mileage distance would be different based upon each travelers starting point (i.e., residence or duty station).

1. On the **Enter Expenses** page, select **Add**.
2. The **Add New** window appears.
3. Select the **type*** (Expense) from the drop down menu.
4. From the Expense **Category** list, select the specific expense, and complete all the necessary fields.

For the example, 3 travelers with a \$25.00 single baggage expense, you would enter of \$75.00. **Note:** Later on, you will distribute the cost between the travelers.

5. Be sure to save your expense entries.

2.6.3 Attach Supporting Records

You may have supporting documents such as TMC or TO information which you need to include in the group authorization.

- If the expense is already listed in the group authorization, select **details** and you can drag and drop to attach the supporting record.
- If you just need to a supporting document:
 - On the **Enter Expenses** page, select **Add**.
 - The **Add New** window appears.
 - Select the **type*** (Expense) from the drop down menu.
 - Select **Documents**.
 - Choose the best option for the document category.
 - Complete the information on the Add New window.
 - Select **Add** to save the entry.

The screenshot shows the 'Expense Item Details' form. At the top, it displays '\$ Airline Ticket (IBA)' and '\$492.50'. Below this, there are tabs for 'Info' and 'Notes'. The 'Info' tab is active, showing fields for 'Expense Type*' (Airline Ticket (IBA)), 'Expense Amount*' (\$ 492.50), 'Description*' (Airline Ticket (IBA)), and 'Ticket Number*' (85648790). There are 'Cancel' and 'Update' buttons at the bottom left. On the right, there is an 'Attachments' section with a callout box labeled '1' pointing to it. The attachments area has a 'Drag And Drop' instruction and a plus icon for adding documents.

Figure 5-31: Expense Item Details

Once you complete the **Enter Expenses** actions, select **Continue**. DTS advances to the **Review Group Per Diem Amounts** page.

Note 1: The **Expense** categories (with the Expense types) contain typical expenses, which travelers might incur (based upon the mission). If the **Expense** table does not include an allowable incurred expense, the traveler should contact their DTA or AO (see your local business rules) for guidance on entering the expense in DTS.

Example: A traveler is overseas on official travel using the Government Travel Charge Card (GTCC) and incurs a *Cross Border Processing Fee*. In DTS, an option could be to use the Foreign Currency Conv Fees expense type to record the cost. The traveler could add notes to the expense for the AO to review.

Note 2: Certain cost information (e.g., driving distance to the trip starting point) is different for each traveler. For those, you will need to estimate the totals to get a good “should cost” for the overall trip. The travelers can update the “should costs” on their individual authorizations.

For more details on entering expenses, see [DTS Guide 2: Authorizations](#).

2.7 Per Diem Module

You will need to enter the correct estimate for the lodging after receiving the TMC reservation information.

1. From the **Progress Bar**, select **Per Diem**. The **Review Group Per Diem Amounts** screen displays daily lodging and M&IE details. The group/ungroup action allows you to expand or collapse data and flags the first last and last day travel allowances.
2. Select either the options 3-dots icon or the **Adjust Per Diem Amounts** button. The **Adjust Per Diem Amounts** screen displays the **Lodging Cost and M&IE Cost**. Based upon the reservation information provided by the TMC or TO, update lodging cost *per* traveler. DTS will automatically multiply the entered amount and provide the total for all travelers on the **Per Diem Entitlements** screen.
3. When you finish reviewing the information, select **Continue**.

For more details on entering expenses, see [DTS Guide 2: Authorizations](#).

2.8 Accounting > Lines of Accounting (LOA)

The primary traveler or document creator may select the LOA for the group authorization or based upon your local business rules the LOA may be added later. The LOA must be on the group authorization before the Authorization Official approves the trip. The **Review Accounting** page provides the options for adding a LOA to the group authorization.

1. On the **Accounting** page, you can select **From [organization]**, **Shared LOA**, or **Cross Org LOA** options to add the LOA or your organization may elect to have a LOA appear automatically on your document.
2. Make sure all expenses allocate to the LOA label. **Note:** If you select more than one LOA, be sure to allocate the expenses to the appropriate LOAs.
3. When you complete the LOA section, select **Continue**.

For more information on adding Lines of Accounting and allocating expenses, see [DTS Guide 2: Authorizations](#).

2.8.1 Accounting > Partial Payments

The **Review Accounting** page allows **Scheduled Partial Payments (SPPs)** for the Primary Traveler and the members of the group when the TDY is greater than 45 days.

1. Select the LOA for the document.
2. Select the **Request SPP** link and DTS calculates the payments based upon the trip duration (greater than 45 days) for each 30 days of estimated costs and displays the detailed information.

Note 1: The SPPs also reflect in the individual authorizations permitting each DTS user to track their respective payment(s).

Note 2: If you need to add expenses, be sure to de-schedule the SPPs. Then go to **Expenses** and **Add** the expense items. Return to the **Review Accounting** page, select the **Request SPP** link and DTS calculates the payments.

2.8.2 Accounting > Advances

Group authorizations do not permit requests for advances.

2.9 Cost Distribution

The **Distribute Costs** window lists all costs. There are two sections: *Undistributed Expenses* and *Distributed Expenses*. The **Distribution Costs** page lets you **Distribute** or divide those costs amongst all group travelers as appropriate (Figure 5-32).

Distribute Costs

Distribute trip costs for reservations, expenses, and per diem among the travelers. All costs must be distributed before the group authorization can be approved.

^ Undistributed Expenses

^ Other Expenses

Expense	Date	Undistributed	Distributed	
Taxi - To/From Terminal	06/01/2020	\$300.00	\$0.00	Distribute
Expense Baggage - 1st Checked Bag	06/01/2020	\$75.00	\$0.00	Distribute

^ Reservation Expenses

Expense	Date	Undistributed	Distributed	
American Airlines (Flight 1451 - DC...	06/01/2020	\$462.39	\$0.00	Distribute
Expense American Airlines (Flight 5184 - JA...	06/05/2020	\$448.89	\$0.00	Distribute
Expense Dollar Rent-A-Car (JAX)	06/01/2020	\$163.78	\$0.00	Distribute

^ Distributed Expenses

^ Per Diem

Expense	Date	Total Undistributed	Total Distributed
Lodging / M&IE	06/01/2020 - 06/05/2020	\$0.00/ \$0.00	\$912.00/ \$742.50

[View Details](#)

[< Back](#) [Continue >](#)

Figure 5-32: Distribute Costs Screen

1. Select **Distribute** (Figure 5-32, Indicator 1) by the expense item.
2. A **Distribute Costs** screen opens (Figure 5-31).
3. Select the **Distribution Method: Evenly, By Amount, or By Percent** (Figure 5-33, Indicator 1). **Note:** Make sure to disperse all costs.

Distribute Costs

Distribution Method: **Evenly**

Expense	Undistributed	Per Person
Taxi - To/From Terminal	\$0.00	33.33%

<input checked="" type="checkbox"/> Traveler	Amount
<input checked="" type="checkbox"/> ★ Eric T. West	\$100.00
<input checked="" type="checkbox"/> Jessica T. Morton	\$100.00
<input checked="" type="checkbox"/> Kylee T. Linden	\$100.00

Cancel **Distribute**

Figure 5-33: Distribute Cost Screen

4. Checkmark the box by the individual traveler or checkmark the box next to **Traveler** to select all travelers (Figure 5-33, Indicator 2).
5. Select **Distribute** (Figure 5-33, Indicator 3).
6. The expense item moves from the Undistributed Expenses section to the Distributed Expenses section of the page. **Note:** Per Diem (Lodging/M&IE) is automatically distributed evenly among each traveler and cannot be distributed differently.
7. Continue distributing costs for each expense item by your preferred method.
8. Once you go through all the costs, DTS displays an information icon notifying you of the expense distribution status (Figure 5-34, Indicator 1). The reset and edit distribution links appear next to each expense item (Figure 34, Indicator 2).

Distribute Costs

Distribute trip costs for reservations, expenses, and per diem among the travelers. All costs must be distributed before the group authorization can be approved.

1 **^ Distributed Expenses**

2

Other Expenses

Expense	Date	Total Distributed	Reset	Edit
Taxi - To/From Terminal	06/01/2020	\$300.00	Reset	Edit
Baggage - 1st Checked Bag	06/01/2020	\$75.00	Reset	Edit

Reservation Expenses

Expense	Date	Total Distributed	Reset	Edit
American Airlines (Flight 1451 - DC...	06/01/2020	\$462.39	Reset	Edit
American Airlines (Flight 5184 - JAX...	06/05/2020	\$448.89	Reset	Edit
Dollar Rent-A-Car (JAX)	06/01/2020	\$163.78	Reset	Edit

Per Diem

Expense	Date	Total Undistributed	Total Distributed
Lodging / M&IE	06/01/2020 - 06/05/2020	\$0.00/ \$0.00	\$912.00/ \$742.50

[View Details](#)

[< Back](#) [Continue >](#)

Figure 5-34: Distributed Expenses (confirmation) Screen

9. Select **Continue** to advance to **Review Profile** and then select **Continue**, or go directly from the **Progress Bar** to select **Review Group Authorization**.

2.10 Review > Review Group Authorization

Before signing the group authorization, you should always verify it for completeness to help prevent the Authorizing Official (AO) from returning the document causing processing delays.

The **Review Trip Group Authorization** screen (Figure 5-35) presents all travel details. From this page, you can:

- **Add Comments to the AO** (Figure 5-35, Indicator 1) or use the short cut link **Go to [Document Sections]** (Figure 5-35, Indicator 2) to make changes.
- Expand **Show Details** for reservation preferences (Figure 35, Indicator 3).
- View the **Reservation Request** confirmation of TMC email sent (Figure 5-335 Indicator 4).
- Verify the **Expenses, Per Diem, Accounting Codes, Group Cost Distributions, and Estimated Travel Costs**.

Review Trip Group Authorization

Print

Trip Details for:
EWJACKSONVILL060120_G01 ⓘ

Trip Type: Temporary Duty Travel (Routine) (MISSION - OPERATIONAL)

Trip Description: N/A

Dates: 06/01/2020 - 06/05/2020

Conference/Event Name: Not Applicable

Reference: ➕ [Add Reference](#)

Comments to the Approving Official

➕ [Add Comments](#)

Traveler SummaryManage Travelers ➔

Total Travelers	3	Defined Travelers	3	Undefined Travelers	0
Primary Traveler		Phone Number		Email Address	
☆ Eric T. West		703-441-6767		Eric.west@email.mil	
Traveler		Phone Number		Email Address	
Jessica T. Morton		7036708912		EMAIL@MAIL.MIL	
Traveler		Phone Number		Email Address	
Kylee T. Linden		7890896123		EMAIL@MAIL.MIL	

[Hide full traveler list](#) ⤴

Figure 5-35: Review Trip Group Authorization Screen

Itinerary
[Expand All](#) | [Collapse All](#)
[Go to Itinerary](#)

TRIP START
Quantico,VA (Duty Station)

Leaving on Jun 01, 2020

TDY LOCATION 1
JACKSONVILLE,FL

06/01/2020 - 06/05/2020

[Show Details](#)

✓ Flight Booked

✓ Rental Car Booked

✓ Lodging Booked

TRIP END
Quantico,VA (Duty Station)

Returning on Jun 05, 2020

[Show Details](#)

✓ Flight Booked

Reservation Request
[Go to Reservation Request](#)

Email sent to the TMC on 05/11/2020 at 12:24 PM

An email was sent to the TMC with information to request your travel reservations. Once this group authorization is approved, DTS will give the TMC permission to ticket the reservations.

Point of Contact

Name

Eric T. West

Phone Number

703-555-1212

Email Address

Eric.west@email.mil

TMC Group ID

65545

Additional Comments to the TMC

Figure 5-35: Review Trip Group Authorization Screen (continued)

Expenses
[Expand All](#) | [Collapse All](#)
[Go to Expenses](#)

RESERVATION EXPENSES
4 items

[Hide Details](#)

FLIGHT American Airlines (Flight 1451 - DCA to PHL)	Receipt Required	DATE 06/01/2020	METHOD OF REIM. GTCC	COST \$462.39
RENTAL CAR Dollar Rent-A-Car (JAX)	Receipt Required	DATE 06/01/2020	METHOD OF REIM. GTCC	COST \$163.78
LODGING Candlewood Suites Jackso (JACKSONVILLE,FL)	Receipt Required	DATE 06/01/2020	METHOD OF REIM. GOVCC	COST \$912.00
FLIGHT American Airlines (Flight 5184 - JAX to DCA)	Receipt Required	DATE 06/05/2020	METHOD OF REIM. GTCC	COST \$448.89

OTHER EXPENSES
Total: \$375.00

[Hide Details](#)

Taxi - To/From Terminal	Receipt Required	METHOD OF REIM. GTCC	DATE 06/01/2020	COST \$300.00
Baggage - 1st Checked Bag	Receipt Required	METHOD OF REIM. GTCC	DATE 06/01/2020	COST \$75.00

SUBSTANTIATING DOCUMENTS
No Substantiating Documents

Figure 5-35: Review Trip Group Authorization Screen (continued)

Per Diem
[Go to Per Diem →](#)

TOTAL LODGING COST	TOTAL LODGING ALLOWED	TOTAL M&IE ALLOWED
\$912.00	\$912.00	\$742.50

Accounting
[Expand All](#) | [Collapse All](#)

[Go to Accounting →](#)

ACCOUNTING CODES

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
20 DEFAULT	DTMOCSD	\$3104.56	\$3104.56

[Show Details ▾](#)

Figure 5-35: Review Trip Group Authorization Screen (continued)

Group Cost Distributions

[Go to Cost Distribution →](#)

Undistributed Costs

[Manage Travelers](#)

Distributed Costs

[Hide Details ▲](#)

Expense	Date	Distributed
American Airlines (Flight 1451 - DCA to PHL)	06/01/2020	\$462.39
American Airlines (Flight 5184 - JAX to DCA)	06/05/2020	\$448.89
Taxi - To/From Terminal	06/01/2020	\$300.00
Baggage - 1st Checked Bag	06/01/2020	\$75.00
Dollar Rent-A-Car (JAX)	06/01/2020	\$163.78
Lodging / M&IE	06/01/2020 - 06/05/2020	\$912.00/ \$742.50

ESTIMATED TRIP COST

TOTAL PAID SPP	CATEGORY	ALLOWED	ACTUAL
	COM. CARR.-I	\$911.28	\$911.28
	LODGING	\$912.00	\$912.00
	M&IE	\$742.50	\$742.50
	OTHER	\$375.00	\$375.00
	RENTAL CAR	\$163.78	\$163.78
	TOTAL EST. ALLOWED	\$3104.56	\$3104.56
	TOTAL EST. ACTUAL		

[< Back](#)

[Continue >](#)

Figure 5-35: Review Trip Group Authorization Screen (continued)

If the group document requires no changes, select **Continue**

2.11 Review > Other Auths and PreAudit > Sign and Submit

The **Other Auths and Pre Audits** page identifies any expense requiring justification, an expense exceeding a threshold as well as providing advisories. Just like with any authorization, you must provide comments and justifications before moving forward. When you complete this step, select **Continue**.

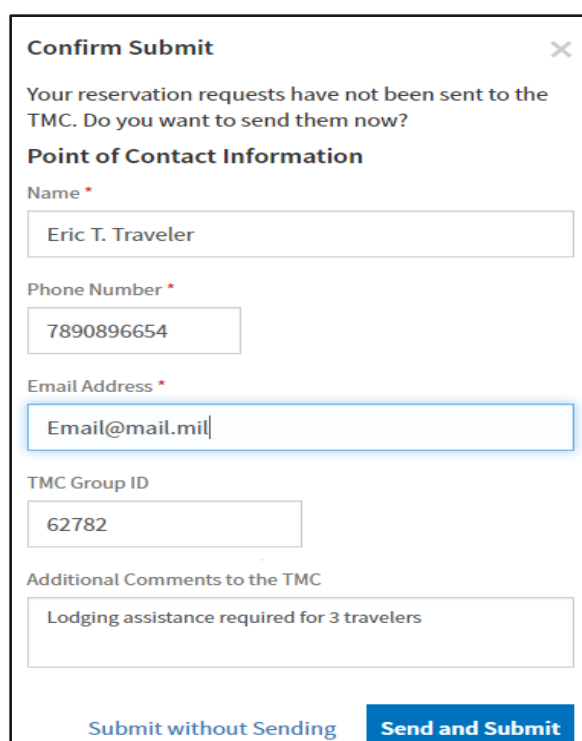
The **Digital Signature** window allows you to sign the group authorization. Follow the signing process, select **Submit Completed Document** to send your group authorization for approval and routing through the system.

Once signing is complete, to exit the window, select **Go To Homepage** at the bottom of the screen.

For more information on **Other Auths and Pre Audits** and the **Sign and Submit** process, see [DTS Guide 2: Authorizations](#).

Key Notes:

1. During the signing process of the group authorization, if you have not yet emailed your reservation requests to the TMC, a pop-up message displays prompting you to send the email (Figure 5-36).

A screenshot of a web form titled "Confirm Submit" with a close button (X) in the top right corner. The form contains the following elements: a message "Your reservation requests have not been sent to the TMC. Do you want to send them now?"; a section header "Point of Contact Information"; a "Name *" field with the value "Eric T. Traveler"; a "Phone Number *" field with the value "7890896654"; an "Email Address *" field with the value "Email@mail.mil"; a "TMC Group ID" field with the value "62782"; an "Additional Comments to the TMC" field with the value "Lodging assistance required for 3 travelers"; and two buttons at the bottom: "Submit without Sending" and "Send and Submit".

Confirm Submit X

Your reservation requests have not been sent to the TMC. Do you want to send them now?

Point of Contact Information

Name *

Eric T. Traveler

Phone Number *

7890896654

Email Address *

Email@mail.mil

TMC Group ID

62782

Additional Comments to the TMC

Lodging assistance required for 3 travelers

Submit without Sending Send and Submit

Figure 5-36: Confirm Submit (TMC email) Screen

- Select **Send and Submit** to transmit the TMC email for reservation support providing:
 - Contact information (Name, Phone Number and Email Address) for the group POC
 - TMC Group ID
 - Additional Comments to the TMC (add information)
- DTS updates the **Reservation Request** portion of the document recording **Email sent to the TMC** with date and time action.

2. Some situations do not allow DTS to send the email (e.g., when the group authorization still contains unidentified travelers) (Figure 5-37). You must return to the **Add Group Travelers** page, select **Manage Travelers** to correct the traveler listing before you can send the email and then proceed with signing the trip.

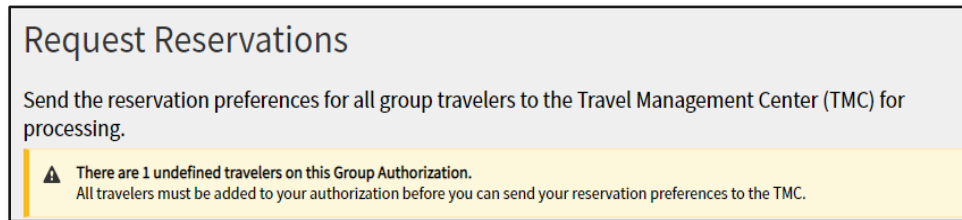


Figure 5-37: Undefined Traveler Warning Message

3. Do not digitally sign the group authorization until you have updated DTS with all reservation costs and ensure all expenses are properly distributed.
4. Attach the TMC's response and any other supporting documentation to the group authorization on the **Enter Expenses** screen, under the **Add** feature.
5. Follow your local business rules for providing the travelers' TSA and GTCC data to the TMC for reservations and ticketing.

Chapter 3: Group Authorization Tools

Group Authorizations have the same options of printing, adjusting, and amending (depending on the document status) as a regular authorization. There are two additional tools, which are **View Group Manifest** and the **Lock Group Auth** (Figure 5-36). These features only appear in the **Options** listing for approved documents.

Once the AO approves the group authorization, DTS separates the single group document into individual travel authorizations. At this point, the individual trips are view only and the status will not change, until the group authorization locks.

A helpful tracking reference is within the individual authorizations. DTS provides the primary traveler's name, document name, and TA Number under Comments to the Approving Official.

Note: If you do not have group access to all the travelers named in the group authorization, the view, edit, amend, and print links will not be available.

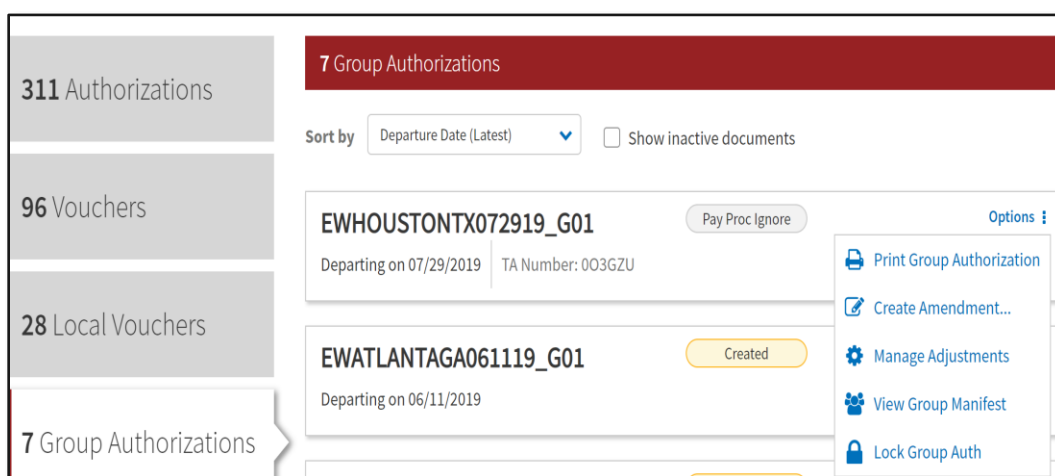


Figure 5-36: Group Authorizations Screen

3.1. Print a Traveler Manifest

A manifest is a list of group travelers with approved orders. You can easily print a traveler manifest for the travelers collectively or you can print the authorizations individually, if desired. Begin the process from the **DTS Dashboard** locating the **Group Authorization**.

1. On the document name row, select **Options**. A drop-down list appears. Select **View Group Manifest**.
2. The **Group Manifest** window opens (Figure 5-37). The primary document or group authorization appears at the top of the page displaying departure date, TA Number, and number of travelers in the group document. On the right side of the document row, the **Lock** and **View** actions appear. Additionally, the **Options** icon allows **Print Group Authorization**, **Print Group Manifest**, **Manage Adjustments**, and **Amend Group Authorization**.
3. The *Traveler Authorizations* (view only) section displays the list of group travelers and their documents. The **Primary Traveler** is marked with a star. The authorizations contain unique TA Numbers (Travel Authorization Numbers) although the first few digits maybe similar. **Options** permits **View** or **Print Authorization**. Likewise, the **Print Manifest** link is available.

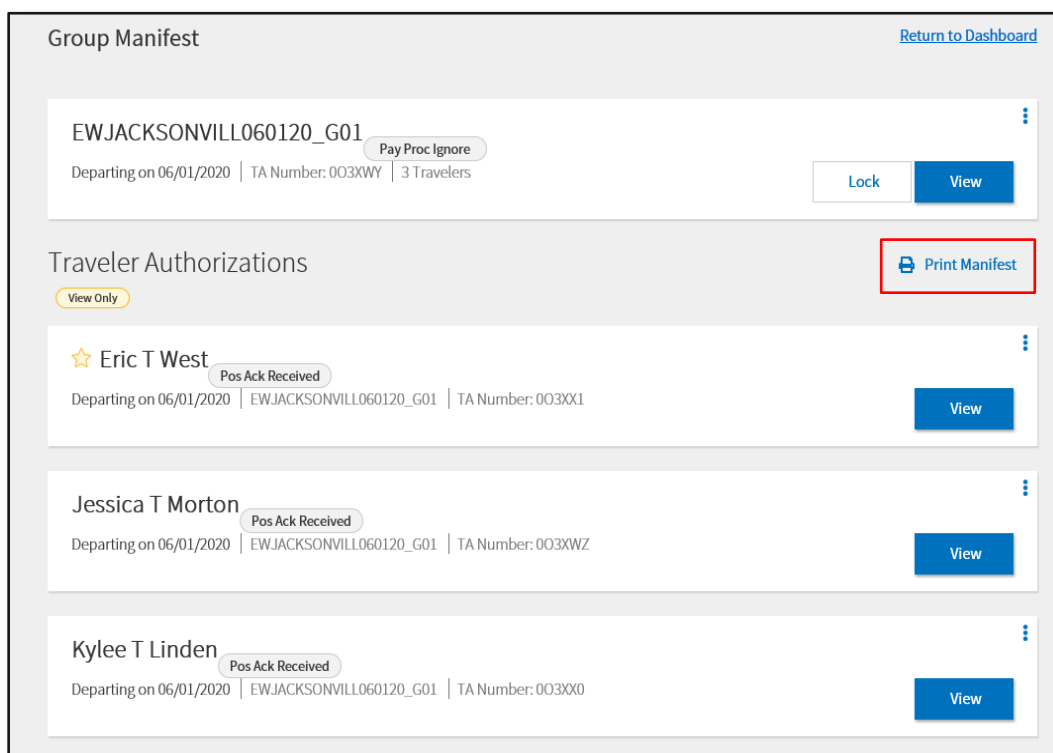


Figure 5-39: Group Manifest Screen

4. Select **Print Manifest** (Figure 5-39). A **Print Manifest** screen (Figure 5-40) opens containing the travelers with check marks by their names. You can uncheck to exclude a traveler from the manifest or leave all the checkmarks in place to ensure all travelers are included. Select **Print Manifest**.

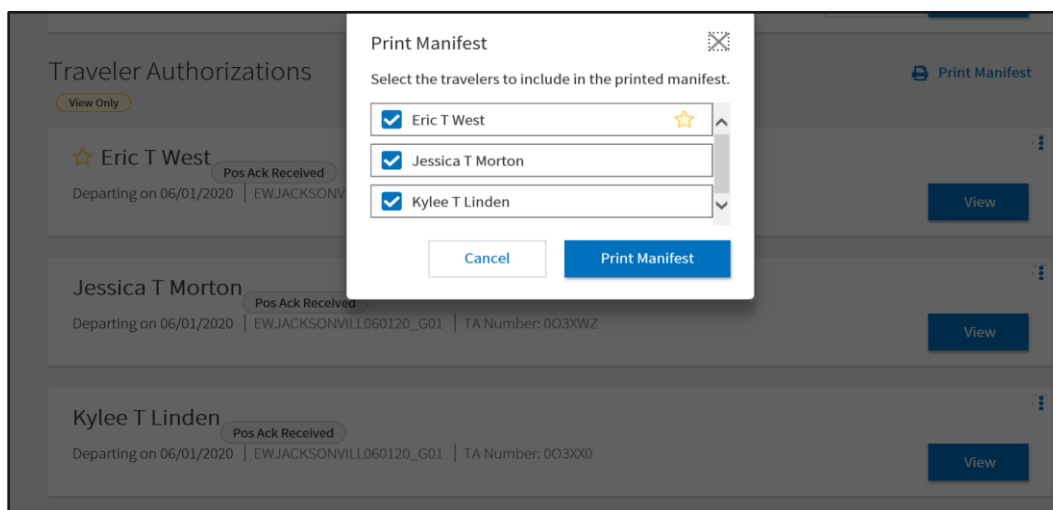



Figure 5-40: Print Manifest Screen

5. A loading message appears and then the manifest displays (Figure 5-41).



Defense Travel System
Group Authorization
Doc Name: EWJACKSONVILL060120_G01 TANUM: 003XWY
Report run on: Wed Jul 1 2020

Contact Information

Name: Eric T. West
Title / Rank: ME-05
Organization: DTMOCSD
Military Branch of Service: U.S. Army
Service / Agency: MARINE CORPS
Duty Station: 11 Marine Circle Quantico US State
Duty Station Phone Number: 703-555-1212

Itinerary

Start Location: Quantico,VA
Start Date: 06/01/2020
TDY End Location: Quantico,VA
TDY End Date: 06/05/2020
Trip Type: Temporary Duty Travel (Routine)
Trip Purpose: Mission - Operational
Trip Duration: 5

Travelers

Jessica T. Morton

SSN: ###-##-9920
Gender: M
Organization: DTMOCSD
Title / Rank: GS-13
Military Branch of Service:
Service / Agency: ARMY
Duty Station: 4290 Gunston Road Ft. Belvoir US State
Duty Station Phone Number: 5715679876

Kylee T. Linden

SSN: ###-##-9918
Gender: M
Organization: DTMOCSD
Title / Rank: GS-13
Military Branch of Service:
Service / Agency: ARMY
Duty Station: Marching Band Road Ft. Myers US State
Duty Station Phone Number: 7890896654

Figure 5-41: Traveler Manifest Report

3.2 Remove and Release a Traveler from a Group Authorization

Removing or releasing a traveler from the group authorization is similar, but occurs in different areas of the system and when you can actually perform the action, depends upon the document status.

Removing means that the traveler will not travel with the group. *Before AO approval*, you can easily remove a traveler from the group authorization by editing the document.

- Log into DTS and **search** for the group authorization.
- Select **Edit**. DTS opens on the **Review Trip Group Authorization** page.
- Select the **Go To** (link) **Manage Travelers**.
- The **Add Group Travelers** screen appears.
- Check the box next to the traveler you need to remove (Figure 5-42).
- A banner appears at the bottom of the page. Select **Remove** (Figure 5-42, Indicator 1).

Total Travelers 3 Defined Travelers 3 Undefined Travelers 0

☐ Select All Travelers

	SSN	Valid GTCC	EFT Account
Primary Traveler ★ Eric T. West	XXXXX9743	✓	Checking
<input type="checkbox"/> Traveler Chris A. West	XXXXX7347	✓	Checking
<input checked="" type="checkbox"/> Traveler BOB A. SMITH	XXXXX0004	✓	Checking

Traveler Summary

Primary Traveler
Eric T. West (XXXXX9743) ▼

Routing List
TRAINING ▼

Defined Travelers 3
Undefined Travelers 0
Total Travelers 3

< Back Continue >

1 traveler Remove

Figure 5-42: Remove Banner Screen

- A **Remove Traveler Message** displays (Figure 5-43).

Remove Traveler

Are you sure you want to remove this traveler

Cancel Confirm

Figure 5-43: Remove Traveler (confirmation) Screen

- Select **Confirm**.
- DTS removes the traveler from the group authorization updating the details on the **Add Group Travelers** page.

Note: DTS does not create an individual authorization for removed travelers.

Releasing a traveler from a group authorization means the person isn't traveling with the group and action is required. After AO approval, but prior to locking the group authorization, you can release the traveler from the group authorization following these steps.

- Log into DTS and search for the group authorization.
- Select Options and then select **View Group Manifest** (Figure 5-44).

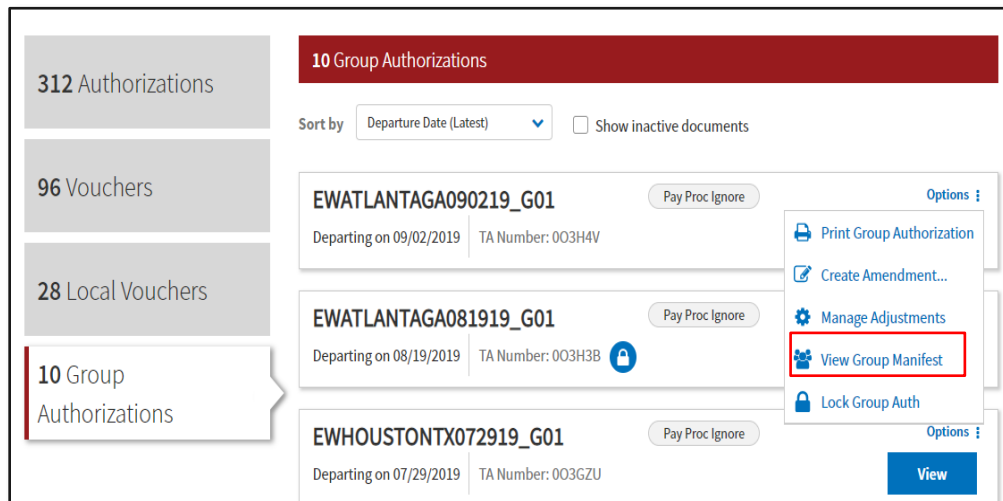


Figure 5-44: Group Authorization Options Screen

- The **Group Manifest** screen displays (Figure 5-45).

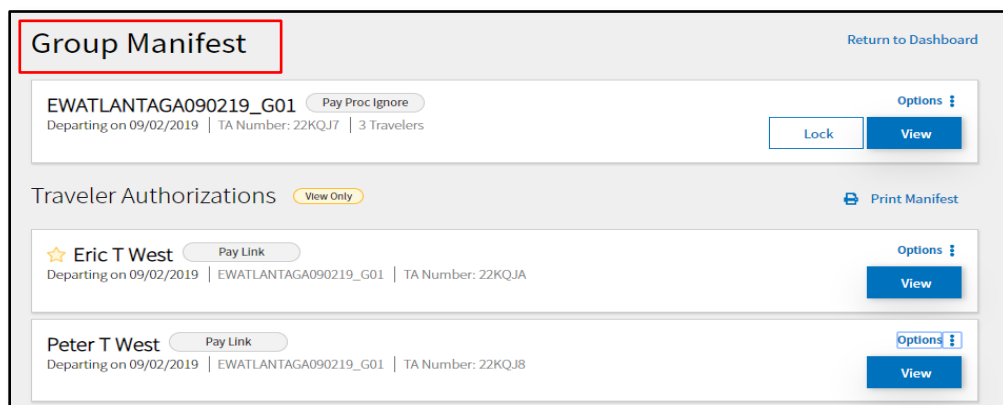


Figure 5-45: Group Manifest Screen

- Scroll down and locate the traveler that is no longer traveling. Select **Options** (Figure 5-46, Indicator 1).

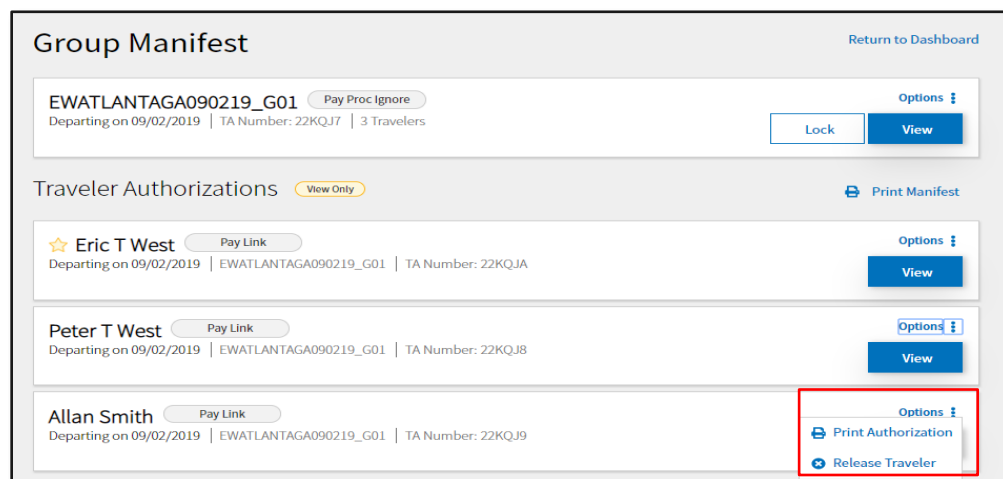


Figure 5-46: Traveler Authorization Options Screen

- Select **Release Traveler**.
- A **Release Traveler** window opens (Figure 5-47). Select **Release Traveler**.

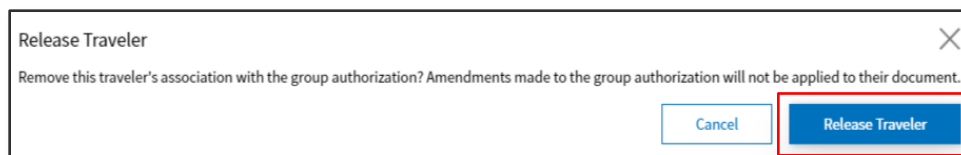


Figure 5-47: Release Traveler Screen

- The **Group Manifest** updates and DTS no longer displays the traveler in the listing (Figure 5-48).

Note: The group authorization will reflect the released traveler information at this point. However, no changes made to the group authorization will transfer over to the released traveler's individual authorization, as it is disengaged.

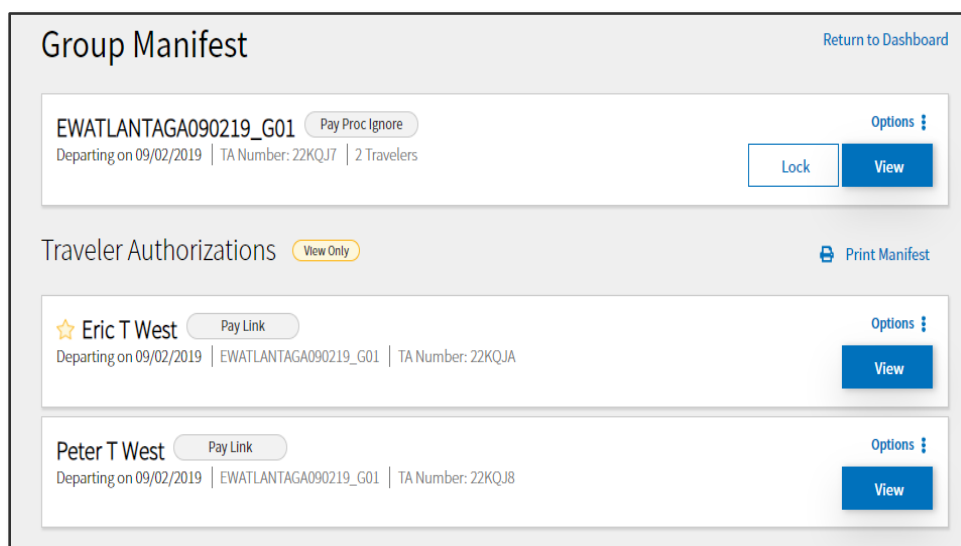


Figure 5-48: Group Manifest (updated) Screen

Once released, the traveler can select **Cancel Trip** or **Create Amendment** for the individual authorization (Figure 5-49). The traveler should work with the TMC to cancel all reservations. The traveler should cancel any offline reservations. If expenses incurred, such as a TMC fee, then the traveler should process a voucher for reimbursement of the incurred expense.

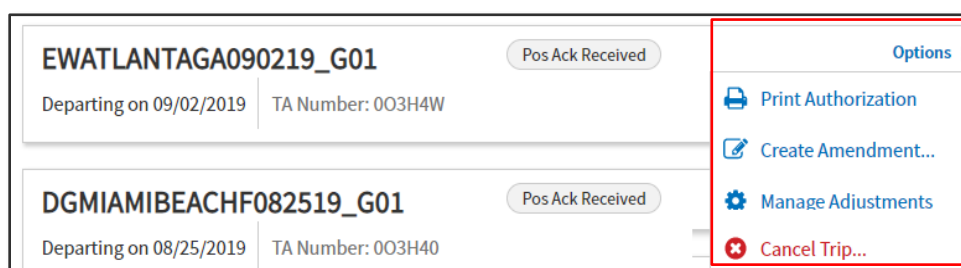


Figure 5-49: Traveler Authorization Options Screen

3.3 Lock a Group Authorization

“Locking” is an important function for a group authorization and does not occur in any other DTS document type. You should be aware that locking is a one-time action, can happen manually or automatically, and once the group authorization locks, then the document stays locked. It is vital to understand how the lock function effects document processing, as this drives your decision on “when to lock” the group authorization.

Unlocked group authorization:

- The Primary Traveler or someone with group access can edit it.
- Changes to the group authorization, including cancellations affect all travelers’ individual authorizations.
- Group travelers may view, but not edit their individual authorization.
- Group travelers may request SPPs.
- Group travelers may not create vouchers from their individual authorization.

Locked group authorization:

- It becomes permanently view-only. You can never edit it again.
- Changes made to an individual authorization do not show up on any other individual authorizations. If there is a change affecting all group travelers, then modify each individual document.
- Group travelers may edit their individual authorization.
- Group travelers may request SPPs, unless the trip has ended.
- Group travelers may create vouchers from their individual authorization.

There are two ways to lock the group authorization. Here is how the locking occurs:

1. **Manually:** You can manually lock the group authorization any time *after* the AO approves using the steps below:

- From the **Group Authorizations** document-listing screen, select **Options, Lock Group Auth** (Figure 5-50).

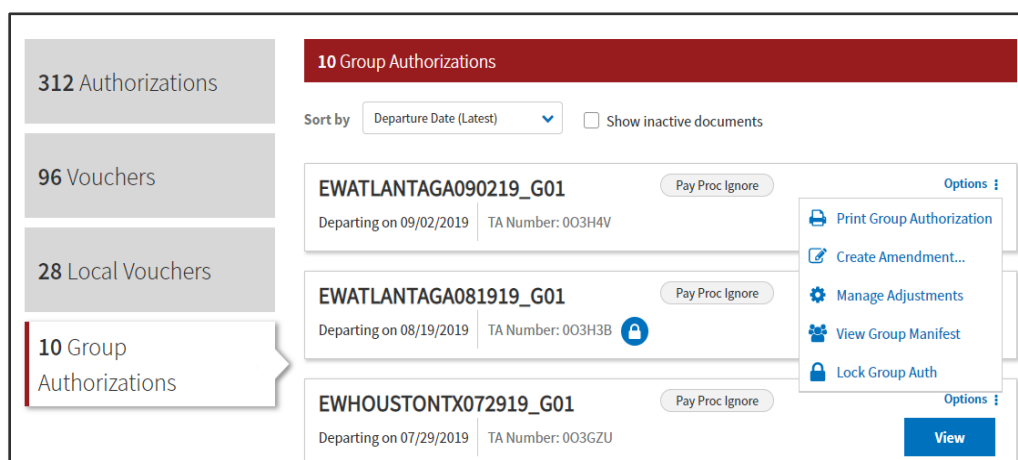


Figure 5-50: Lock Group Authorization Screen

- A warning message displays (Figure 5-51). **Note:** Although the message wording refers to unlocking the individual authorizations, the system action is **Lock Group Auth**.

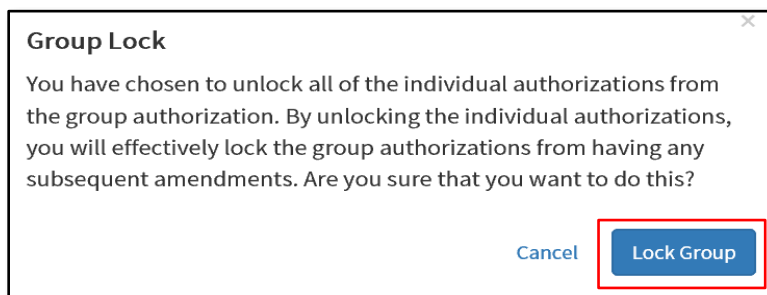


Figure 5-51: Group Lock (warning) Screen

- Select **Lock Group**.
- DTS updates the group authorization with a **lock** icon displaying right beside the TA Number (Figure 5-52).

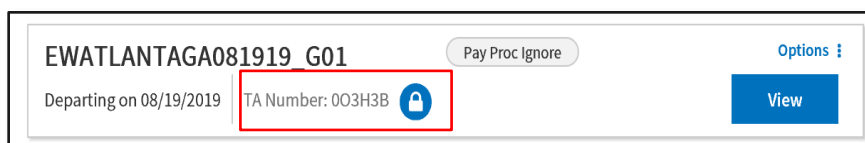


Figure 5-52: Group Authorization Lock icon

- DTS sends an email to the **Primary Traveler** of the locking action.
 - The group authorization changes to a view only document.
2. **Automatically:** DTS automatically locks the approved group authorization three days *after* the trip end date, if no one manually locked the document.

3.4 Amend a Group Authorization

You can amend a group authorization prior to document locking, but not after it locks. The process for amending a group authorization is the same as a regular authorization, except you can't:

- Change the routing list.
- Add travelers to an amended group authorization.
- Use the Reservation module after you create the amendment. Instead, contact the TO or TMC to make any necessary reservation changes. Update reservation cost manually in DTS.

You can:

- Add or remove expenses within the *Other Expenses* section.
- Attach *Substantiating Documents* as needed.
- After finalizing expenses, be sure to distribute fully all costs.
- Justify system flags and sign the amended group authorization for AO approval.

Note: If you make itinerary or reservation changes, you should always communicate the new information to all group travelers.

3.5 Amend an Individual Authorization

The process for amending an individual authorization is identical to the process for amending a standard authorization, with a couple exceptions.

- You can't amend the trip until the approved group authorization locks allowing the amend link availability.
- You can't amend the trip until the traveler is released from the group authorization when travel is no longer required.

When amending the individual authorization:

1. You should provide comments explaining the purpose for the amendment.
2. Work with the TMC off line for any new reservations.
3. Update reservations costs and attach supporting documentation as needed.
4. Ensure proper expense LOA allocation.
5. Communicate reservations changes with the primary traveler and AO for re-approval.

3.6 Cancel a Group Authorization

Cancellation functions the same way as with a standard authorization, with one exception. An Authorizing Official (AO) is the only Routing Official who can apply the **CANCELLED** stamp to DTS document. If the AO cancels the group authorization *before* it locks, all individual authorizations cancel automatically. Once the group authorization locks, each group member must cancel his or her individual authorization. The individual travelers should follow up with the TMC to verify all reservations successfully cancel.

On the DTMO website is the information paper, [Trip Cancellation Procedures for DTS](#) and the Trifold, [Cancel a Trip](#).

Chapter 4: Additional Resources

4.1 Component Representatives

Your Component Representatives can provide more information on DTS and specifics for your local business rules. The DTMO website provides a contact link to your DTS [Component Representatives](#). Also available by selecting the [Contacts: DTS Service/Agency Offices](#) link at the bottom, left side of the [DTS Home](#) page.

4.2 Helpful References

[Travel Explorer \(TraX\)](#) provides a variety of on-demand **Web-based Trainings (WBTs)** and two **Distance Learning (DL)** scheduled classes. The DTMO publishes numerous practical manuals, guides, and tri-folds that clarify the different aspects of official travel. The charts below provide a sampling of materials. For a complete listing of available resources, check the [Training Search Tool](#).

GUIDES	
Title	URL
DTS Guide 1: Getting Started	https://media.defense.gov/2022/May/11/2002995242/-1/-1/0/DTS_GUIDE_1_OVERVIEW.PDF
DTS Guide 2: Authorizations	https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_GUIDE_2_AUTHORIZATION.PDF
DTS Guide 3: Vouchers	https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_GUIDE_3_VOUCHER.PDF
DTS Guide 4: Local Vouchers	https://media.defense.gov/2022/May/11/2002995239/-1/-1/0/DTS_GUIDE_4_LOCAL_VOUCHER.PDF
DTS Guide 5: Group Authorizations	https://media.defense.gov/2022/May/11/2002995238/-1/-1/0/DTS_GUIDE_5_GROUP_AUTHORIZATION.PDF
Desktop Guide for Authorizing Officials	https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF

OTHER RESOURCES	
Title	URL
DTS Overview Information Paper	https://media.defense.gov/2022/May/11/2002995237/-1/-1/0/DTS_BACKGROUND_INFORMATION_PAPER.PDF
Import/Export Trifold Information Paper	Trifold: https://media.defense.gov/2022/May/13/2002996906/-1/-1/0/TRIIEAUTH.PDF Information Paper:

OTHER RESOURCES	
Title	URL
	https://media.defense.gov/2022/May/12/2002995644/-1/-1/0/IMPORT_EXPORT_INFORMATION_PAPER.PDF
Dependent Travel Information Paper	https://media.defense.gov/2021/Nov/08/2002889431/-1/-1/0/DEPENDENT_TRAVEL_INFORMATION_PAPER.PDF
*Adjustments & Amendment Trifolds Information Paper	Update Authorization Trifold: https://media.defense.gov/2022/May/13/2002996882/-1/-1/0/UPDATINGITINERARYAUTH.PDF Update Voucher Trifold: https://media.defense.gov/2021/Nov/08/2002889408/-1/-1/0/VOUCHER_FROM_AUTHORIZATION.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995780/-1/-1/0/ADJUSTMENTS_AND_AMENDMENTS_INFORMATION_PAPER.PDF
Self-Approving Official Information Paper	https://media.defense.gov/2022/May/13/2002996899/-1/-1/0/SELF-APPROVING_OFFICIAL_INFORMATION_PAPER.PDF
Foreign Military Sales Information Paper	https://media.defense.gov/2021/Nov/08/2002889202/-1/-1/0/FOREIGN_MILITARY_SALES_INFORMATION_PAPER.PDF
*Constructed Travel Worksheet (CTW) Home page Pre-Travel and Post-Travel Worksheets: Pre-Travel and Post-Travel Worksheet Guides Information Paper	CTW Home page: https://travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/ Pre-Travel and Post-Travel Worksheets: https://media.defense.gov/2022/Jun/01/2003009908/-1/-1/0/PRE-TRAVEL-WORKSHEET.PDF https://media.defense.gov/2022/Jun/01/2003009905/-1/-1/0/POST-TRAVEL-WORKSHEET.PDF Pre-Travel and Post-Travel Worksheet Guides: https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF Information Paper: https://media.defense.gov/2022/May/12/2002995645/-1/-1/0/CONSTRUCTED_TRAVEL_INFORMATION_PAPER.PDF
*Cancellation Procedures Trifold Information Paper	Trifold: https://media.defense.gov/2022/May/12/2002995647/-1/-1/0/CANCEL_A_TRIP_TRI-FOLD.PDF

OTHER RESOURCES	
Title	URL
	Information Paper: https://https://media.defense.gov/2022/May/13/2002996889/-1/-1/0/CANCELLATION_PROCEDURES_INFORMATION_PAPER.PDF
* Web-based training module is also available in Travel Explorer (TraX)	